



Columbia University  
**MAILMAN SCHOOL  
OF PUBLIC HEALTH**

**Heilbrunn Department of Population and Family Health**

**STUDENT HANDBOOK**

**Track Supplement**

**PROGRAM ON FORCED MIGRATION AND HEALTH**

**Fall 2011**

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**Essential Links:**

Academic Calendar:

<http://www.mailman.columbia.edu/students/student-academics/academic-calendar>

Cross-registration Form:

<http://www.mailman.columbia.edu/sites/default/files/9.1.1.6%20Cross%20Registration%20Application.pdf>

Incomplete Form:

<http://www.mailman.columbia.edu/sites/default/files/9.1.1.6%20incomplete%20form.pdf>

Policy on Academic Integrity:

<http://mailman-handbook.com/2010/node/165>

Tutorial Form:

<http://webdev.mailman.columbia.edu/sites/default/files/Tutorial Form August 2011.doc>

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<b>THE ACADEMIC PROGRAM</b>
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**Contents:**

[Objectives of the Heilbrunn Department of Population and Family Health](#)  
[Objectives of the Mailman School of Public Health](#)  
[Master of Public Health Degree Requirements](#)

**OBJECTIVES OF THE HEILBRUNN DEPARTMENT OF POPULATION AND FAMILY HEALTH**

**MPH graduates of the Heilbrunn Department of Population and Family Health are able to:**

- Demonstrate substantive expertise in at least one major public health topic in their selected track, as well as knowledge of current directions in programmatic and policy responses;
- Discuss and defend the principles surrounding action-oriented community-based research, and articulate how they factor into the practice of service delivery with sustainable, measurable, effective outcomes;
- Design and conduct methodologically sound, evidence-based research that informs programs and policies in the primary substantive areas;
- Design and implement viable and culturally appropriate service, health education, and/or advocacy programs using logic models in at least one of the primary substantive areas; and
- Demonstrate competence in the professional skills necessary to move quickly into leadership positions within the types of organizations that deliver public health services.

**In addition, all MPH graduates of the Mailman School of Public Health are able to:**

- Apply epidemiologic methods to the measurement of disease rates, prevention of infectious diseases, and the development and evaluation of health programs and policies;
- Apply statistical methods of estimation and hypothesis testing and explain the basics of correlation and regression for the purpose of analyzing the health of populations;
- Analyze how environmental contaminants (chemical, physical and other exposures) interact with biological systems and their effect on human populations for the purpose of evaluating risk reduction strategies
- Assess the impact on health policy options of social, political, technological, economic and cultural forces, and apply basic management techniques to address organizational challenges to providing health care;

- Examine public health issues and responses from a social and behavioral sciences perspective and explain social, cultural, political, economic, and behavioral determinants of disparities in health status among population sub-groups; and
- Demonstrate knowledge and skills for effective practice in their selected field of study.

## **MASTER OF PUBLIC HEALTH DEGREE REQUIREMENTS** Forced Migration Track

A Master of Public Health degree from the Department for Population and Family Health requires:

- [Forty-five credits of academic study](#);
- A [field practicum](#), [practicum seminar](#), and a [capstone paper](#);
- Successful completion of the Forced Migration, Human Rights, Reproductive Health, and Demography online units of “Spotlights on Health and Rights.”

### **Forty-Five Credits of Academic Study**

For students in the Program on Forced Migration and Health, 45 credits of academic study fall into the following categories:

- [Core Knowledge](#) of Public Health;
- [Substantive Topics](#);
- [Service-Based Research Methods](#);
- [Skills Courses](#);
- [Practicum Seminar](#); and
- [Electives](#).

### **Core Knowledge of Public Health**

Required of all MPH candidates, these courses and are designed to introduce students to the concepts and principles of public health essentials. The School of Public Health required core courses account for 15 credits towards the MPH degree and consist of the following:

- P6103 Biostatistics;
- P6300 Environmental Health Sciences;
- P6400 Principles of Epidemiology;
- P6530 Issues and Approaches to Health Policy and Management; and
- P6700 Introduction to Sociomedical Sciences.

**\*\* All Core courses must be taken in either Fall 2011 or Spring 2012, due to curriculum renewal in Fall 2012\*\***

***Important Notice Regarding P6700 Intro to SMS Core Course:***

The Department of Sociomedical Sciences has designed its core course (P6700 [http://www.mailmanschool.org/courses/course\\_display.asp?thesession=Fall&ID=92](http://www.mailmanschool.org/courses/course_display.asp?thesession=Fall&ID=92)) to address all of the Association of Schools of Public Health's discipline-specific competencies for the social and behavioral sciences. These competencies provide the basis for the questions on the National Board of Public Health Examiners (NBPHE) Certification in Public Health exam (<http://www.publichealthexam.org/Exam.cfm>).

At times, students in the Heilbrunn Department of Population and Family Health arrive with substantial academic background related to Sociomedical sciences (e.g. three or more full-semester courses in anthropology or sociology; or one full-semester course in public health or global health that clearly addressed the social and behavioral theories, concepts, and models used in public health practice). For those students, the Department offers the option to substitute P6503 (Introduction to Health Economics) or P6508 (Health Policy and the Political System) for P6700.

During fall semesters, no Sociomedical Science (SMS) core course substitutions are available to students in HDPFH. During the spring terms, the SMS core course is not offered, but the substitute course(s) are available for open enrollment across the School.

If you wish to substitute P6503 or P6508 for Introduction to Sociomedical Sciences, please send your request to Robin Mangini [rfm2117@columbia.edu](mailto:rfm2117@columbia.edu). In it, annotate the prior related coursework in which you earned a grade of B+ or better, and describe your background as it relates to Sociomedical sciences. Also, explain how the substitute course that you are requesting aligns with your academic objectives. **Requests are approved by faculty, and must be submitted by September 13, 2011, at 5 PM, no exceptions** (to ensure time for review prior to the end of the add/drop period).

In general, the theoretical and conceptual knowledge obtained in Introduction to SMS is a core element of public health professional education, and the vast majority of HDPFH students take this course.

**Substantive Courses**

Students take the following course:

- P8687 Public Health and Humanitarian Action

From the following selection, students must take 9 additional credits:

The Heilbrunn Department of Population and Family Health  
Forced Migration Track Handbook • Fall 2011

- P8620 Protection of Children in War and Disaster
- P8639 Gender-Based Violence in Complex Emergencies
- P8648 Food and Nutrition in Complex Emergencies
- P8673 Reproductive Health in Complex Emergencies
- P8651 Water and Sanitation in Complex Emergencies
- P8683 Psychosocial and Mental Health Issues in Forced Migration
- P8676 Epidemiological Methods for Measuring Human Rights Abuses
- P8625 Communicable Diseases in Complex Emergencies
- P8642 Health Assessment, Program Design, Program Monitoring in Emergencies

### **Research Methods and Skills Courses**

Students are **required** to take:

- P8679 Investigative Methods in Complex Emergencies;
- P8601 Public Health Program Planning

Most students in the Forced Migration track aim to establish strong competencies in research methods, as well as the thematic area of humanitarian relief. The Department **strongly recommends** that these students include P8619 in their first semester schedule (it provides an important foundation for subsequent methods courses).

- P8619 Research Design and Data Collection;

Students may also take the following Methods and Skills courses:

- P8623 Quantitative Data Analysis; and
- P8637 Qualitative Data Analysis.
- P6615 Demographic Methods and Principles;
- P8670 Training for Public Health Programs;
- P8640 Methods in Program Evaluation; and
- P8692 Law, Policy and Human Rights.

Many Forced Migration students also choose a second semester of Epidemiology to enhance their skill set.

- P8438 Epidemiology II: Design and Conduct of Observational Epi; or:
- P8676 Epidemiologic Research Topics in Developing Countries

### **Skills Courses**

Students must take (P8601) Public Health Program Planning. If a student has extensive previous program planning experience s/he may substitute (P8614) Management of Health Care Organizations, with permission channeled through the Academic Program.

## Practicum

As a part of the overall practicum and capstone experience, students are also required to attend the Practicum Seminar in their first Fall semester and to register for the course in their second Fall semester.

P8688	Forced Migration Practicum Seminar
NA	Practicum

## Elective Courses

Students complete their program by choosing 10.5 credits of electives. The Department suggests that students in the Forced Migration track choose electives that will balance their substantive expertise with professional skill sets.

Students may choose from among the offerings of the Department, the School of Public Health, and/or other Columbia graduate schools, including the School for International and Public Affairs (SIPA), the School of Law, the Graduate School of Journalism, the School of Social Work, the Graduate School of Arts and Sciences, and Teachers' College.

Students use several online resources to research Columbia University's course offerings:

- **The Columbia University Directory of Classes**  
(<http://www.columbia.edu/cu/bulletin/uwb/>)
- **The Mailman School of Public Health Course Directory**  
(<http://www.mailman.hs.columbia.edu/academics/courses>)
- **Business School**  
(<http://www4.gsb.columbia.edu/courses>)
- **Law School**  
(<http://coursewebs.law.columbia.edu/coursewebs/classindex.nsf>)
- **School of International and Public Affairs**  
(<http://www.sipa.columbia.edu/academics/courses/index.html>)
- **School of Social Work**  
(<http://www.columbia.edu/cu/ssw/bulletin/2010-2011/03courses.html>)
- **School of Nursing**  
([http://sklad.cumc.columbia.edu/nursing/courses/crs\\_lstgs.php](http://sklad.cumc.columbia.edu/nursing/courses/crs_lstgs.php))
- **Teachers' College Directory**  
(<http://www.tc.columbia.edu/tc-schedule/schdsearch.cgi>)

The following additional courses, offered by the Heilbrunn Department of Population and Family Health, can serve as electives:

- P8643 Maternal and Child Health in International Primary Health Care;
- P8610 Sexual and Reproductive Health and HIV/AIDS: Clinical, Policy, and Program Perspectives;

- P8615 Current Issues in Sexual Health;
- P8685 Migration and Health: Global and Local Perspectives

Students in past cohorts of the Program on Forced Migration and Health have selected courses that fall into three rough focus areas. They are presented here for ease of reference: Humanitarian, Epidemiology, and Skills/Research.

### **Humanitarian Focus**

- U6190 Complex Humanitarian Emergencies: From Root Causes to Rebuilding
- U6406 International Responses to Humanitarian Challenges
- U8690 Managing Complex Emergencies
- U8559 Building Peace after Conflict
- U6416 Budgeting for Non-Profits (Public Affairs)

### **Epidemiology Focus**

- P8438 Epidemiology II: Design and Conduct of Observational Epi\*
  - Prerequisites: \*P6400 and some familiarity with molecular bio
- P8475 Topics in Emerging Infectious Diseases
- P8488 Epidemiological Research Topics in Developing Countries
- P8499 Field Methods in Epidemiology
- P8400 Epidemiology III: Applied Epidemiologic Analysis\*\*
  - Prerequisites: \*\*P8120 & P8438

### **Skills and Research Focus**

- P8600 Pedagogy of Sexuality Education
- P8100 Applied Regression (Biostats dept.)
- P8614 Management of Health Care Organizations
- P8691 Public Health Advocacy for Reproductive Health
- P8731 Public Health GIS (Env dept.)

### **PopFam Dept and MSPH**

- P6503 Introduction to Health Economics
- P8603 Normative Infant and Child Development
- P8605 Public Health Aspects of Reproductive Health
- P8675 A Systems Approach to Maternal Health
- P8610 SRH and HIV/AIDS Clinical, Policy and Program Perspectives
- P8690 Eliminating Pediatric AIDS: Towards a Global Approach
- P9630 Applying Ethical and Human Rights Principles to Public Health Research
- P8685 Migration and Health: Global and Local Perspectives
- P8659 Fundamentals of Health Care Systems in Developing Countries
- P8614 Management of Health Care Organizations
- P8304 Public Health Impacts of Climate Change
- P9320 Water and Infectious Diseases

- P8793 Public Health Emergency Preparedness and Response

### **Global Health Courses**

- P6810 Introduction to Global Health
- P8830 HIV and Health Systems

***Important Considerations for Students Electing to Complete the Program in Three Semesters:***

It is technically possible to complete degree requirements in 16 months. However, students considering this option are strongly advised to plan all of their classes prior to matriculation; each semester, students must register for 15 credits, selected to meet the requirements of the Mailman School of Public Health, the Heilbrunn Department of Population and Family Health, and the Forced Migration track. Mistakes in course selection and/or registration can cause students to finish in four, rather than three, semesters.

Equally important, students who complete their coursework in December actually graduate mid-February and must vacate university housing by the end of that month. If you will need university housing for two full years, you will need to remain registered for four full semesters.

Students who take the full four semesters to complete their studies often engage in learning opportunities outside the classrooms (e.g. hourly research work, tutorials, volunteer work, consulting, departmental and school-wide seminars, lectures, and events) that reinforce their classroom learning. **The Department strongly recommends that students allow themselves the full four semesters** whenever possible.

### **Capstone Experience**

The Capstone Experience for students in the Heilbrunn Department of Population and Family Health includes the following:

- Completing a [practicum](#) placement;
- Participating in the [Practicum Seminar](#); and
- Writing a major paper (called the [Capstone Paper](#)), usually based on the practicum.

Detailed information about the Capstone Experience is offered to students in the fall semester.

## Practicum

Following two semesters of full-time coursework,<sup>1</sup> students are required to participate in a two- to three- month practicum with an international agency or non-governmental organization, either at headquarters level or in the field, consistent with each individual's career plan. As part of the practicum, students are responsible for the design and implementation of a project on a pertinent public health theme. Through this experience, students provide needed information/services to their sites, while they actively apply the skills and knowledge that they have learned in classrooms to real public health practice settings. The Program Officer, the student's advisor, and the student will consult together to determine each practicum site and particular scope of work. The final "Scope of Work" or "Terms of Reference" must be approved by the Forced Migration Program Officer prior to the student's departure.

Students enrolled in the Program on Forced Migration and Health may receive assistance with airfare to and from their practicum location (with travel originating in New York City). The program provides a modest stipend to off-set some incurred expenses such as visa procurement, food, materials, supplies etc. More specific information will be provided during planning sessions.

In the recent past, Forced Migration students have completed their practica in countries such as: China, Ethiopia, Haiti, India, Kenya, Liberia, Malawi, Nepal, South Africa, Sri Lanka, Sudan, Tanzania, Thailand, Uganda, and Zimbabwe.

## Practicum Seminar

First-year students shall participate in the practicum seminar, but not register. Second-year students must attend and register for the seminar, where they present the research conducted during their summer practica, and respond to questions raised by students, faculty, and invited guests.

## Capstone Paper

The Capstone Paper permits students to demonstrate their abilities to think and communicate clearly, reflect on their new knowledge and training, and make professional contributions to their main fields of interest, with guidance from faculty sponsors. Students can choose from one of four options. They may write a:

1. manuscript of publishable quality: a research paper or review article in journal format, or a book chapter;
2. proposal narrative, including an executive summary, for a major service-based **research** or **evaluation** project using the guidelines of a specific funding agency or foundation; or

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<sup>1</sup> Dual degree students must complete a minimum of 15 Mailman credits before pursuing the practicum.

3. reflective paper about the practice of public health service delivery (based upon one's practicum).
4. theory-based development of innovative educational curriculum (must meet with the Practicum Director).

### **Health and Rights: Spotlights on Key Topics in Population and Family Health**

All Population and Family Health students must complete the Demography, Forced Migration, Human Rights, and Reproductive Health online units before the start of their second semesters. These modules are designed to expose students to core content in each of the four areas, so that instructors are free to pursue more in-depth content in class. Scores of 80% or higher are considered passing.

Please note that if you intend to take any Forced Migration courses, the Forced Migration module is a prerequisite. The Reproductive Health module is a prerequisite for Public Health Aspects of Reproductive Health. The Human Rights module is a prerequisite for the Law Policy and Human Rights course; and the Demography module is a prerequisite for the Demography course.

These units are located online within NewCourseWorks/Sakai. Most students will need to study before taking the tests, but if you are already familiar with the content in one area, you may elect to "waive" out of it by proceeding directly to the test. If you do not succeed in scoring higher than 80%, contact Robin Mangini, who will reset the test. Scores of 80% or higher on all four modules are required for graduation.

## **DEPARTMENTAL EVENTS**

The Department offers several opportunities for faculty, staff, and students to gather outside of classes. A Monday series, PopFam Departmental Seminars, is designed to permit the Departmental community to learn about one another's research interests and recent findings. Wine-and-cheese receptions and holiday parties offer informal opportunities to get together. Alumni are invited to speak several times each year.

## **ADVISING**

### **FACULTY ADVISOR**

Each student is assigned a faculty advisor, whose name you will learn during orientation. Meetings with your faculty advisor most likely will take place at your initiative, after classes start. Regardless of your faculty advisor, students are welcome and encouraged to meet with any faculty member in the department.

### **ACADEMIC PROGRAM STAFF**

Robin Mangini is the main contact person for the students in the Department for administrative issues. She implements policies established by the Mailman School of Public Health and by the Department. She provides information about the curriculum, required and elective courses, options for planning your program, and administrative processes related to dual degrees, transfer credits, registration, and grading options. As appropriate, she refers students to their faculty advisors, the Director of the student's academic track, or the Office of Student Affairs.

You are welcome to meet with Robin Mangini prior to the start of each term to plan your courses. At the minimum, you should meet before registration in your first and last semesters, to check progress towards degree requirements, and to confirm that you have satisfied all requirements.

### **FORCED MIGRATION PROGRAM STAFF**

The Program Officers of the Program on Forced Migration and Health can advise you about the substantive courses related to your track, as well as relevant courses offered through different graduate schools of Columbia University. Program Officer Mahlet Yifru manages the field practicum process for students as well as events for the Forced Migration and Health track.

## COLUMBIA UNIVERSITY EMAIL AND INTERNET

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[Email](#)

[Student Services Online](#)

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[Your Laptop or PC](#)

### THE “UNI”

When you reserved your place in the Department of Population and Family Health, Columbia University assigned you a universal ID, called a “uni.” Your uni forms the first segment of your email address. It also serves as the User ID in Student Services Online, and CourseWorks. Similarly, the password you choose for your email account serves as your password throughout Columbia University’s internet.

### EMAIL

To activate your Columbia University email account, go to <http://uni.columbia.edu/>. Or go to the Columbia University home page, “Email and Computing,” “Academic Information Systems,” and “Getting Started.” Your email address will be assigned, and you will choose a password.

**Columbia University considers its email to be a channel of official communication.** The Department and the School will send important information to you at your Columbia email address, so it is important that you read your Columbia email regularly. Although many students do forward their Columbia University email to their current addresses, **students are responsible for communications, to or from us.**

### STUDENT SERVICES ONLINE

Your Columbia account will give you access to Student Services Online, which includes: Grades/Academic Transcripts, Holds, Registration Appointments, Class Schedules, Address Update. The address is <https://ssol.columbia.edu/>. Or, go to the Columbia University home page, click on “Students” and on the right-hand side of the screen quick links, click on “Student Services Online.”

## NEW COURSEWORKS

Most professors use New CourseWorks/Sakai to post syllabi, assignments, readings, and notes related to their courses. Your Columbia account will give you access to departmental course syllabi on-line as well as the ability to participate in electronic bulletin boards for some courses. CourseWorks also hosts the Health and Rights: Spotlights Modules.

Go to <http://courseworks.columbia.edu> or to the Columbia University home page, click on “Students,” and then on “CourseWorks.”

## E-RESERVES

More and more, required readings are made available through the library's E-Reserves System, which is available at: <http://www.columbia.edu/cu/lweb/reserves/>. Students can also access E-Reserves through CourseWorks.

## YOUR LAPTOP OR PC

If you are purchasing a new computer for your graduate studies, **the Department strongly recommends you select one that operates with Windows**, rather than Mac. The data analyses software packages that you will learn here function through Windows.

## ADMINISTRATIVE POLICIES AND PROCESSES

The information in this section is intended to clarify or supplement the content of the Mailman School of Public Health [Student Handbook](#). However, should discrepancies appear, the Mailman Handbook remains the authoritative document.

### Contents:

[Academic Integrity](#)

[Course Permissions](#)

[Cross-Registration for other Columbia University courses](#)

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## ACADEMIC INTEGRITY

The Heilbrunn Department of Population and Family Health takes very seriously the principle of academic integrity among its students and faculty. We encourage incoming students to review the Honor Code found in the Mailman [Student Handbook](#) and use the orientation period to clarify questions or concerns about plagiarism, duplication of papers, or any other point.

## COURSE PERMISSIONS

As a PopFam student, you automatically have permission to register for:

Courses offered by the Heilbrunn Department of Population and Family Health, or  
Required Mailman core courses

In other cases, a “P” may appear on the school-wide course schedule, which can be found at: <http://www.mailmanschool.org/courses>. Students should seek permission by clicking on the permission link for that specific department. If you have further questions, please contact the appropriate department prior to registration:

Biostatistics	212-305-9398
Environmental Health	212-305-3464
Epidemiology	212-305-9410
Health Policy and Management	212-305-3924
Sociomedical Sciences	212-305-5656

## REGISTRATION

Especially in the Heilbrunn Department of Population and Family Health, courses tend to fill quickly. **You should register at your earliest appointment time each semester**, to be sure of space in the class of your choice.

### Mailman Online Registration

Please see the Mailman [Student Handbook](#) for more information.

*Note: Students who want to register for more than 15 credits in a given semester must have the approval of their Track Director. In order to be eligible for financial aid, you must register for at least six credits.*

### Cross-Registration for other Columbia University Courses

When you register for courses outside of the School of Public Health, you must cross-register in person following the procedure of the School or Department where you wish to enroll. Usually, the steps are as follows:

1. Pick up a Columbia University Registration/Add/Drop Form from the CUMC Registrar (141 Black Building), or download it at <http://www.mailman.columbia.edu/sites/default/files/9.1.1%20Registration%20Form.pdf>
2. Obtain a signature from the faculty member teaching the course and/or from the administrator of the department/school to confirm their permission (i.e. go to the Department through which the class is offered).
3. Once you have that signature, see Robin Mangini for her signature.
4. Then return your completed and signed registration form to the Registrar's Office in the Black Building during the Add/Drop period. Changes made to your schedule after the Add/Drop period will result in substantial additional fees charged to your account.

Some schools require students to wait until their general registration has closed before granting permissions. In these cases, you should register for an alternative course during your assigned registration time, and then (assuming that you are given permission) cross-register in person for the non-public health courses during the Add/Drop period. Finally, you will need to drop your alternate choice. It is wise to select and attend the back-up course in case the non-public health course fills up, and you are unsuccessful gaining permission.

Students in the Department most commonly cross-register for classes at the School for International and Public Affairs (SIPA). The cross-registration process at that school follows:

1. Email the professor of the course and ask for permission to register. If s/he responds affirmatively, take the Cross Registration Form to the first day of class for signature.
2. If you do not hear back from the professor before class starts, attend the first class and approach the professor afterwards with your cross registration form. Note: the class may be full and s/he may not be able to permit you to register.
3. Once you have the Form signed, go to the 6<sup>th</sup> floor of the International Affairs Building (where SIPA is located) during the first two weeks of classes and present your form to anyone assisting with registration at the bank of computers. They will register you for the course.

The Business School poses particular challenges for cross-registration. If you are interested in a Business School course you should check your email regularly **one month** before Mailman registration. The Student Digest from the Office of Student Affairs will contain instructions, along with a list of available courses.

## PASS/FAIL GRADING OPTION

Some courses are graded only on a P/F (pass/fail) basis. The P/F option may also be elected by students for a few selected courses with permission from your faculty advisor, communicated to Robin Mangini. This option is designed to permit students to register for credit in certain courses relevant to, but normally outside of, their area of study. The P/F option is NOT available for core courses. The P/F option is not allowed for required departmental courses.

Each semester, there is a deadline for changing the grading option in your courses (either changing the option from a grade to P/F, or from P/F to a grade), which you can find on the [Mailman Academic Calendar](#). P/F grades cannot exceed 15 total points for MPH students. To process the P/F option, download the Mailman registration form <http://www.mailman.columbia.edu/sites/default/files/9.1.1%20Registration%20Form.pdf>, complete it according to the directions, bring it to Robin Mangini for her signature, and then to the CUMC Registrar's Office in the Black Building.

## INCOMPLETE COURSEWORK

To receive an "Incomplete" in a class, *a student must officially request it* (prior to the last day of class), and *the professor must approve the request*. If the instructor approves, the student fills out an incomplete form, (<http://www.mailman.columbia.edu/sites/default/files/9.1.1.6%20incomplete%20form.pdf>) has the professor sign, and returns it to Student Affairs by the last day of class. The form serves as the contract specifying the date by which the coursework will be completed.

*Note: Students cannot receive any Mailman-funded financial assistance for international travel or a stipend related to their practicum during the summer semester (e.g. a travel grant) with "Incompletes" on their records.*

Any student who does not complete course requirements (or who also does not obtain formal approval for an incomplete by the last day of class) will receive a grade of either an "F" (fail) or "UW" (unofficial withdrawal) at the discretion of the instructor. After one year, an "Incomplete" automatically reverts to an "UW" on the transcript.

Students carrying two grades of "Incomplete," a recent grade of "UW," a grade of "C" in a core course, or two grades of "C" in other courses, will be notified by the Dean's office. They must discuss their academic progress with their academic advisor, who will have to approve further registration.

Students with three or more grades of "Incomplete," one or more grades of "F," or three or more grades of "C," will have their registration placed on Dean's Hold. The student will meet with

his/her advisor, and develop a plan for academic progress. This plan must be approved by the Dean for Student Affairs, who can then authorize the student's registration.

### TRANSFER CREDIT

The Mailman [Student Handbook](#) contains specific information regarding transferring credits.

To obtain transfer credits, make an official request to the Academic Program, with a transcript and a course description/syllabus for each course. If departmental faculty members approve the course for transfer, Robin Mangini will then provide the necessary documentation to the School.

If, after beginning your program at Columbia University, you wish to take courses at another institution and then transfer them to towards the MPH, you should have the courses approved by the Department prior to registration. Provide a course description or syllabus to the Associate Director, who will seek faculty approval. **Credits earned in online courses cannot be transferred** to Mailman.

### WAIVERS FOR CORE COURSES

Students may seek a waiver of any Mailman core course. Successful completion of a core waiver exam exempts students from the course requirement but does not carry course credit or reduce the number of credits needed for the degree. Waiver exam dates and times are posted on the Current Course Schedule section of the Mailman Student Academic Affairs web site, under (<http://www.mailman.columbia.edu/students/student-academics/registration-course-info/core-course-waiver-exams>). Students are not allowed to take each exam more than once.

Permission is required in order to take EHS waiver exam. Students must show proof of background experience or comparable course.

The SMS Waiver Exam consists of essay questions drawn from medical sociology, medical anthropology and health psychology. If you majored in one of these areas at the undergraduate level, you may wish to take the exam.

## TUTORIALS

The purpose of a tutorial is to allow students to pursue independent study with a faculty member. For students inclined to pursue this option, the Department strongly recommends that they wait until the final semester at Columbia, when one would have a clear notion of gaps that may exist in training. The rule of thumb on tutorial workloads is: a three-credit tutorial should on average involve nine hours of work per week; a two-credit tutorial should involve about six hours per week; and a one-credit tutorial should involve about three hours per week.

Students who wish to pursue a tutorial should complete a Tutorial Form ([http://webdev.mailman.columbia.edu/sites/default/files/Tutorial Form August 2011.doc](http://webdev.mailman.columbia.edu/sites/default/files/Tutorial%20Form%20August%202011.doc)) together with the faculty member who will be supervising the tutorial, and submit it to Robin Mangini prior to registration. She will provide you with the course number for registration.

Tutorials usually cannot exceed three credits. The Director of the Academic Program must approve tutorials over three credits.

## SPECIAL STATUS STUDENTS

### Contents:

[Dual-Degree Students](#)

[Part-time Students](#)

[Inactive Students](#)

### DUAL-DEGREE STUDENTS

Dual-degree students must pay special attention to a number of issues that do not affect single-degree students. Students should schedule appointments with Robin Mangini during the week of orientation (or earlier) to discuss their academic program.

The Department recommends that each dual-degree student plans his/her entire program in advance, to ensure that degree requirements can be met within the appropriate timeframe. Dual-degree students should have their proposed plan approved by each school, and then should confirm progress towards degree requirements with each school's advisor every term.

### Registration

At the start of each semester, notify each school about where you plan to enroll during the FOLLOWING semester. This will allow the schools to process registration and financial aid information. For public health, notify both Lillian Morales, [lm31@columbia.edu](mailto:lm31@columbia.edu), in Student Services (305-8690) as well as Farah Burnett-Rodriguez, [fb2173@columbia.edu](mailto:fb2173@columbia.edu), (305-4113) in Financial Aid.

Additional information can be found in the Mailman [Student Handbook](#).

### **Residency Requirements**

Students meet residency requirements by registering for and earning credits at a particular school. In order to meet residency requirements, you must pay for the appropriate number of tuition points at each school. Mistakes in calculating residency requirements can be costly. Residency requirements vary by program and are available in the Mailman [Student Handbook](#).

**Important Note for SIPA Dual-Degree Students:** The foreign language courses required for your MIA will not count toward your MAILMAN residency requirements. Plan carefully so that you are registered at SIPA when you take language courses.

### **Academic Requirements**

Students fulfill academic requirements by meeting all [degree requirements](#) (as described above, including academic study, a field practicum and a capstone paper, successful completion of the technical issues modules). Even if, as a dual-degree student, you are only required to pay for 30 points through Mailman (the residency requirement), you still **MUST** meet all of your academic requirements. See the Robin Mangini for further information about scheduling so that you fulfill the academic requirements for your MPH program.

### **Application for Graduation**

When you are close to graduation, you must turn in an application for graduation in **BOTH** schools. You cannot graduate from one school until you have completed the requirements for graduation at both schools.

### **PART-TIME STUDENTS**

Students in the Program on Forced Migration and Health must register as full time students.

### **INACTIVE STUDENTS**

Leaves of Absence must be approved in advance by the Track Director and the Office of Student Affairs. Approvals required for medical leaves of absences are the same; however timing is flexible, based upon circumstances.

A student who takes a leave of absence that extends beyond two years is required to re-apply for admission through the Office of Student Affairs. Readmission is **NOT** guaranteed. If approved, the student is bound by degree requirements that are in effect at the time of readmission.

## STUDENT EMPLOYMENT

### Contents:

[Graduate Research Assistantships](#)  
[Part-Time Departmental Employees](#)  
[Work-Study](#)  
[Jobs at Columbia University](#)  
[Office of Career Services](#)

Employment opportunities are publicized via e-mail to all students, including part-time opportunities, internships, and fellowships. Robin Mangini maintains a file of resumes of students who have expressed interest in working, which faculty review when openings arise. Please provide Robin Mangini with a current resume, if you would like to be included in this file.

It is Columbia University policy that full-time matriculated students cannot work more than 20 hours a week.

### GRADUATE RESEARCH ASSISTANTSHIPS

Historically, in the Heilbrunn Department of Population and Family Health, Graduate Research Assistantships (GRAs) have been funded through grants awarded to faculty for research or service-based programs. As funding becomes increasingly constrained, GRAs in the Heilbrunn Department of Population and Family Health are becoming rare.

In the event that a position does become available, you may learn of it through a variety of ways, including applying for positions posted via email, networking with faculty and students about upcoming positions, and contacting faculty to express an interest in their work. GRAs are appointed a semester at a time, but some GRAs are able to continue in the same position for two semesters.

### PART-TIME EMPLOYMENT/CASUAL EMPLOYEES

Faculty members in the Department periodically hire students to work on an hourly basis. The hourly rate varies within the Department, as well as among other departments within the University.

### WORK-STUDY

You will be notified by Financial Aid if you are eligible to be employed as a work-study student.

### JOBS AT COLUMBIA UNIVERSITY

Do not forget to check the Columbia University Human Resources [Employment Opportunities website](#).

### OFFICE OF CAREER SERVICES

Additionally, local and international organizations post job-openings through the E-recruiting website: <http://www.mailman.columbia.edu/students/career-svcs/careers/mailman-e-recruiting>

**Important Note for Students seeking two jobs:** Work Study and Casual employees may be employed by more than one department at Columbia University. (GRAs may have no other positions.) If you are working in more than one place, it is essential that you be hired directly by each department. That is, if you currently work in the PopFam department and then you are hired to be a note taker by Disability Services, for example, you must complete appropriate paperwork with their HR person in order to be paid.

## GRADUATION

The Mailman [Student Handbook](#) contains information regarding graduation. The deadlines for the Application for Graduation are firm.