

**TEACHERS COLLEGE**  

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**COLUMBIA UNIVERSITY**

**ACADEMIC CATALOG 2018-2019**

**ADMINISTRATIVE INFORMATION**

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# Welcome to the Academic Catalog 2018-2019

## A Message from the President



As President of Teachers College, Columbia University, it's my pleasure to welcome you to the nation's first and largest graduate school of education—a place whose founding vision was to bring educational opportunities to all members of society, and whose faculty and students, time and again during more than a century of leadership, have demonstrated the power of ideas to change the world across the disciplines of education, health and psychology.

Our legacy is the work of a long list of thinkers and doers that includes James Russell and John Dewey; Lawrence Cremin and Maxine Greene; Edmund Gordon and Isabel Maitland Stewart; Mary Swartz Rose and Morton Deutsch; Arthur Wesley Dow and William Heard Kilpatrick.

These are people who created fields of inquiry. At Teachers College today, our work is about living up to their legacy by ensuring that we not only build knowledge, but enhance its impact by engaging directly with the policymakers and practitioners who will put it to use. Because of our preeminence, it is both our privilege and our obligation to focus our coursework and our research on the questions of the day in each of the fields we serve. To that end, we favor no ideology or single methodology, but instead seek answers that meet the genuine needs of teachers and other practitioners, and the children they ultimately serve.

Whether you plan to teach, conduct research, serve as an administrator, or pursue a career as a practitioner in health or psychology – or even if you are already active in one of these fields – at Teachers College, you are undertaking a journey that will change your life and the lives of others by unlocking the wonders of human potential.

As you explore this catalogue, I urge you to remember that the education you will receive at Teachers College is as much about the people you will meet – your professors and your fellow students – as it is about the knowledge you will find in books. So as you join with us in our work, open your hearts as well as your minds. Then will you truly be able to say that you have learned everything you needed to know at Teachers College.

Thomas Bailey,  
President  
Teachers College, Columbia University

## Message from the Provost



Students and colleagues, my warmest welcome as you embark on your journey into the fields of education, psychology and health disciplines. I know that this will be an adventure that extends far beyond the classroom. You join a committed, energetic community of educators, deeply engaged in the work of connecting human lives with opportunities to learn. Thank you for choosing this path in your own life.

I hope you enjoy your studies at Teachers College. This is a place where you can delve into the possibilities of education and its allied fields, not only as a tradition or a profession but as a way of being in the world. We see education and life as vitally interconnected. This means that you – your roots as a person, your vision as an advocate of human development, your drive to change the world – matter to us greatly as we develop our programs, degrees, and services.

So who are we as an academic community? We are many things, in fact, and must be, because we believe in freedom of inquiry and rigorous peer-reviewed research and teaching at the highest levels. But let me add that we stand especially for the value of inquiry-based teaching and learning. We strive to cultivate self-discovery and life-enhancing experiences for learners at all levels and ages. Working from within one of the world's greatest research universities, we make good use of the knowledge generated from science, social sciences, humanities and the arts to expand human capacity to learn and create. We also believe strongly in conducting our work in authentic partnership with the communities around us, because what we do at Teachers College is first and foremost about helping real people in the real world.

New York City is an exceptional place to study the fields we represent at Teachers College. Let me be blunt about this because it is so important. This place is not quite like any other, and you need to come here and work with us to realize the potential. Our working environment, in every dimension, reflects both the problems and opportunities of this civilization in their most intense and concentrated form. If you can engage the human prospect here, joining us as educators to imagine and create what might be possible to achieve with such magnificent human complexity, your work and ours will be of national and global significance.

Teachers College is diverse and we are proud of it. Along with the human diversity of our faculty and students, we are also a big-hearted place in our understanding of education and human development. Equity and opportunity are at the heart of everything we do. I use the term “education” as it has always been understood at TC, in its broadest sense, to include all the disciplines we embrace, from the preparation of classroom teachers, early childhood specialists, counselors and school psychologists, music and arts educators, to nursing educators, nutritionists, higher and adult education, and much more. Indeed, we are interested in all the fields of learning that bear on the well-being of students, families, schools and communities.

Above all, Teachers College is a place where these disciplines talk with one another. We are a community that welcomes difference, a place that fosters dialogue and respectful interplay among diverse and sometimes divergent points of view. You can find your intellectual home here and here is your launching pad for a productive career in education and related fields. Let's get to work!

Thomas James,  
Provost  
Teachers College, Columbia University

# About the Catalog

This catalog is an informational guide to Teachers College. The information it contains is subject to change and should not be considered a contract. Changes to the catalog are possible for a number of reasons, including changes in certification or licensing standards for certain programs of study, periodic review of academic programs, curricula and course offerings by Teachers College or Columbia University, and modifications of policies. Through academic advising, every effort will be made to help students adapt to changes in the catalog. However, the final responsibility for meeting academic and graduation requirements rests with each student. Students are encouraged to consult frequently with their faculty or academic advisors and to remain in regular contact with their program in order to stay informed about possible changes in the catalog. Current versions of TC policies are available at [www.tc.edu/policylibrary](http://www.tc.edu/policylibrary) (<http://www.tc.edu/policylibrary>).

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# Academic Calendar 2018-2019

## Autumn Term 2018

April 30	Monday	Registration for Summer Term and Autumn Term for continuing students via web registration begins.
May 7	Monday	Registration for Summer and Autumn Term begins for new students.
August 30	Thursday	Beginning of occupancy in Teachers College residence halls for new students attending the autumn term.
September 3	Monday	Labor Day. University holiday.
September 4	Tuesday	Due date for advisors to indicate completion of integrative project or formal essay completion on degree audit system for October degree candidates.
September 4	Tuesday	In-person registration for autumn term. Hours: 10 a.m. to 7 p.m. Advisors available from 2 p.m. to 7 p.m.
September 4	Tuesday	Confirmation of master's degree integrative project or formal essay completion due to Registrar's Office for October degree candidates.
September 4	Tuesday	New student orientation program.
September 5	Wednesday	Classes begin. Autumn term.
September 5	Wednesday	Registration and add/drop period. Hours: 9:30 a.m. to 6:00 p.m. Wednesday and Thursday
September 6	Thursday	Registration and add/drop period. Hours: 9:30 a.m. to 6:00 p.m. Wednesday and Thursday
September 6	Thursday	Last day to file application for October Doctoral Certification Examination (Ed.D./Ph.D.).
September 7	Friday	Registration and add/drop period. Hours: 9:30 a.m. to 6:00 p.m. Wednesday and Thursday
September 7	Friday	Fall semester payment due date for tuition, fees, and housing charges.
September 13	Thursday	Last day to file notification of intention to defend Ed.D. and Ph.D. dissertations during the autumn term.
September 18	Tuesday	Last day to add and drop courses and to file a Certificate of Equivalency for the autumn term.



September 19	Wednesday	Requests for late registration under exceptional circumstances on or after this date require Registrar's approval and payment of late registration fee.
September 30	Sunday	Last day to enroll in, upgrade, or submit a waiver request for the Columbia Health Fee and Columbia Student Health Insurance.
October 2	Tuesday	Last day to change points in variable point courses.
October 12	Friday	Doctoral Certification Examination (Ed.D./Ph.D.) for students not majoring in an area of psychology, 9 a.m. to 12 noon and 1:45 to 4:45 p.m.
October 12	Friday	Last day to make final deposit of corrected Ed.D. dissertations and abstracts for October award of degree.
October 12	Friday	Last day to complete the final deposit of the Ph.D. dissertation with the Graduate School of Arts and Sciences for the October award of the degree.
October 17	Wednesday	Award of October degrees and certificates. No ceremony.
October 18	Thursday	Midterm date, autumn term.
October 19	Friday	Doctoral Certification Examination (Ed.D./Ph.D.) for students majoring in an area of psychology, 9 a.m. to 12 noon and 1:45 to 4:45 p.m.
November 1	Thursday	Last day to file or to renew an application for Master's degrees and certificates to be awarded in February. (After this date, application may be filed only until November 16 upon payment of \$25 late fee.)
November 21	Wednesday	No classes. Offices open.
November 22	Thursday	Thanksgiving holidays. No classes. No offices open.
November 23	Friday	Thanksgiving holidays. No classes. No offices open.
December 21	Friday	Autumn term ends.
December 21	Friday	Termination of occupancy in Teachers College residence halls for autumn term students not returning for spring term.

### Spring Term 2019

December 3	Monday	Registration for the spring term for continuing students via web registration begins.
December 10	Monday	Registration for the Spring term for new students via web registration begins.

January 2	Wednesday	Due date for advisors to indicate completion of integrative project or formal essay completion on degree audit system for February degree candidates.
January 2	Wednesday	Confirmation of master's degree integrative project or formal essay completion due to Registrar's Office for February degree candidates.
January 20	Sunday	Beginning of occupancy in Teachers College residence halls for new students attending the autumn term.
January 21	Monday	Martin Luther King, Jr. Day Observed. University Holiday. No classes. No offices open.
January 22	Tuesday	In-person registration for spring term. Hours: 10:00 a.m. to 7:00 p.m. Advisors available from 2:00 p.m. to 7:00 p.m.
January 22	Tuesday	New student orientation program.
January 23	Wednesday	Registration and add/drop period. Hours: Wednesday - Thursday 9:30 a.m. to 6:00 p.m.
January 23	Wednesday	Classes begin. Spring term.
January 24	Thursday	Registration and add/drop period. Hours: Wednesday - Thursday 9:30 a.m. to 6:00 p.m.
January 24	Thursday	Last day to file application for February Doctoral Certification Examination (Ed.D./Ph.D.).
January 25	Friday	Registration and add/drop period. Hours: Wednesday - Thursday 9:30 a.m. to 6:00 p.m.
January 25	Friday	Spring semester payment due date for tuition, fees, and housing charges.
January 31	Thursday	Last day to file notification of intention to defend Ph.D. and Ed.D. dissertation during spring term.
February 1	Friday	Last day to file or to renew an application for Master's degrees and certificates to be awarded in May. (After this date, application may be filed only until February 15 upon payment of \$25 late fee.)
February 5	Tuesday	Last day to add and drop courses and to file a Certificate of Equivalency for spring term.
February 6	Wednesday	Requests for late registration on or after this date require registrar's approval and payment of late registration fee.
February 8	Friday	Last day to complete the final deposit of the Ph.D. dissertation with the Graduate School of Arts and Sciences for the award of the February degree.

February 8	Friday	Last day to make final deposit of corrected Ed.D. dissertations and abstracts for February award of degree.
February 13	Wednesday	Award of February degrees and certificates. No ceremony.
February 15	Friday	Doctoral Certification Examination (Ed.D./Ph.D.) for students not majoring in an area of psychology, 9 a.m. to 12 noon and 1:45 to 4:45 p.m.
February 15	Friday	Last day to enroll in, upgrade, or submit a waiver request for the Columbia Health Fee and Columbia Student Health Insurance.
February 19	Tuesday	Last day to change points in variable-point courses.
February 22	Friday	Doctoral Certification Examination (Ed.D./Ph.D.) for students majoring in an area of psychology, 9 a.m. to 12 noon and 1:45 to 4:45 p.m.
March 7	Thursday	Midterm date, spring term.
March 17	Sunday	First day of spring holidays. No classes during spring holidays.
March 22	Friday	No offices open.
March 24	Sunday	Last day of spring holidays.
April 22	Monday	Last day to hold the dissertation defense (Ed.D./Ph.D.) for the May award of the degree.
April 26	Friday	Last day to make first deposit of corrected Ed.D. dissertations and abstracts for May award of degree.
April 26	Friday	Last day to complete the final deposit of the Ph.D. dissertation with the Graduate School of Arts and Sciences for the award of the May degree. (Deposit must be completed by 4:00 p.m.)
May 1	Wednesday	Due date for advisors to indicate completion of integrative project or formal essay completion on degree audit system for May degree candidates.
May 1	Wednesday	Confirmation of master's degree integrative project or formal essay completion due to Registrar's Office for May degree candidates.
May 14	Tuesday	End of spring term.
May 15	Wednesday	Termination of occupancy in Teachers College residence halls for spring term for students not remaining for summer session A. Extensions granted for students participating in Commencement.
May 20	Monday	Teachers College Master's degree Convocations.
May 21	Tuesday	Teachers College Master's degree Convocations.
May 22	Wednesday	Conferring of degrees at Columbia University. Doctoral degree convocation.

May 24	Friday	Termination of occupancy in Teachers College residence halls for spring term for students not remaining for summer session A and who are participating in Commencement.
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## Summer Term 2019

April 29	Monday	Registration for summer and autumn terms for continuing students via web registration begins.
May 6	Monday	Registration for summer and autumn terms begins for new students.
May 20	Monday	Summer Welcome Session for new Summer A and B students
May 20	Monday	Beginning of occupancy in Teachers College residence halls for summer session A.
May 23	Thursday	Session A courses begin.
May 24	Friday	Summer A payment due date for tuition, fees, and housing charges.
May 24	Friday	Last day to file application for June Doctoral Certification Examination (Ed.D./Ph.D.).
May 27	Monday	Memorial Day observed. University holiday. No classes. No offices open.
May 28	Tuesday	Late registration and changes in registration for Session A (changes in Session B courses are also accepted). Hours: 10 a.m. to 6:00 p.m. advisors and/or their representatives available from 3 to 5 p.m.
May 29	Wednesday	Late registration and changes in registration for Session A (changes in Session B courses are also accepted). Hours: 10 a.m. to 6:00 p.m. advisors and/or their representatives available from 3 to 5 p.m.
May 29	Wednesday	Last day to add or drop Session A courses.
June 12	Wednesday	Last day to add/drop points in summer A and full summer variable-point courses.
June 14	Friday	Doctoral Certification Examination (Ed.D./Ph.D.), 9 a.m.. to 12 Noon and 1:45 p.m. to 4:45 p.m.
July 3	Wednesday	End of summer session A courses.
July 3	Wednesday	Termination of occupancy in Teachers College residence halls for students not remaining for summer session B.
July 4	Thursday	Independence Day observed. University holiday. No classes. No offices open.
July 5	Friday	Beginning of occupancy in Teachers College residence halls for summer session B.
July 8	Monday	In-person registration for Session B courses. Hours: 12 noon to 6 p.m.
July 9	Tuesday	Session B courses begin.

July 10	Wednesday	Late registration and changes in registration for Session B courses. Hours: 10 a.m. - 6:00 p.m. Advisors and/or their representatives available from 3 to 5 p.m.
July 12	Friday	Summer B payment due date for tuition, fees, and housing charges.
July 16	Tuesday	Last day to add or drop Session B courses.
July 23	Tuesday	Last day to add/drop points in summer B variable-point courses.
August 1	Thursday	Last day to file or to renew an application for Master's degrees and certificates to be awarded in October. (After this date, application may be filed only until August 17 upon payment of a \$25 late fee.)
August 19	Monday	End of summer session B courses.
August 20	Tuesday	Termination of occupancy in Teachers College residence halls for students not remaining for the autumn term.

# Admissions and Applying to Teachers College

## Applying to Teachers College

*For complete information regarding admission to Teachers College, please refer to the Office of Admission website at [www.tc.edu/admissions](http://www.tc.edu/admissions).*

### About the Application Process

Teachers College is a graduate school. To be eligible for admission to any/all programs, applicants must hold, or be in the process of obtaining, a baccalaureate degree from a regionally accredited institution as recognized by the US Department of Education. International applicants must hold, or be in the process of obtaining, the equivalent of a U.S. baccalaureate degree.

Teachers College admits students for Spring, Summer, and Fall entry. However, not all programs or degree levels are available for all entry terms. The application for admission opens each year in early September for the following Spring, Summer, and Fall entry terms. Applicants may apply to only one program per term (Summer, Fall, and Spring).

A complete list of available programs, degrees, and entry terms can be found at [www.tc.edu/programs](http://www.tc.edu/programs).

All admissions decisions are final. Specific details regarding an applicant's admission decision are confidential and not shared with anyone external to the admissions committee.

### How to Apply

The Teachers College application for admission is available at [www.tc.edu/apply](http://www.tc.edu/apply).

The complete Teachers College application consists of the application form and supplemental materials, which vary depending on the program and degree.

Admissions requirements and application instructions may be found at [www.tc.edu/apply](http://www.tc.edu/apply).

## Application Deadlines

All required application items must be received by the application deadline. Deadlines vary according to degree and program. For complete, updated deadlines, visit [www.tc.edu/programs](http://www.tc.edu/programs).

Please note:

- Only complete applications will be eligible for review. In order for an application to be considered complete, the Office of Admission must receive all required application materials by the designated deadline.
- Applications for admission received after the priority deadline may be considered on a space-available basis.

### Students with Disabilities

The Office of Access and Services for Individuals with Disabilities ([www.tc.columbia.edu/oasid](http://www.tc.columbia.edu/oasid)) ensures that programs and services at Teachers College are physically, programmatically, and attitudinally accessible to individuals with disabilities. Equal access is achieved through individualized responses addressing the needs of

individuals with conditions including, but not limited to, vision, hearing, or mobility impairments; medical conditions; or learning disabilities that affect one or more academic activities.

## Statement of Non-Discrimination

Continuing its long-standing policy to support active equality for all persons, Teachers College does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability, pregnancy, gender expression, or any other criterion specified by federal, state, or local laws, in the administration of its admissions, employment and educational policies or scholarship, loan, athletic, and other school-administered programs.

## Components of a Complete Application

Below is a list of items that must be received by the Office of Admission to ensure a complete application for degree-seeking applicants. **Only completed applications will be reviewed.**

- **Completed and Signed Application Form**
- **\$65 Non-Refundable Application Fee**
- **Statement of Purpose**
- **Résumé**
- **Official Transcript(s):** For current requirements regarding transcript submission, visit the Office of Admission website at [www.tc.edu/apply](http://www.tc.edu/apply).
- **Letters of Recommendation:** Applicants are required to submit at least two letters of recommendation. Some programs require a third reference. For program-specific requirements, please review the Office of Admissions website: [www.tc.edu/apply](http://www.tc.edu/apply).
- **Standardized Tests:** Standardized tests are required by some, but not all, Teachers College degree programs. The testing centers must report required official scores to the Office of Admission by the application deadline. Expired scores will not be accepted. For tests administered by the Educational Testing Service (ETS), **the assigned institution code for Teachers College is 2905**. For more information, visit [www.tc.columbia.edu/admissions/admission/instructions/degree-programs](http://www.tc.columbia.edu/admissions/admission/instructions/degree-programs).
- **English Proficiency Tests:** All applicants who received a baccalaureate degree from an institution where English is not the sole official language of instruction must take an English proficiency exam. Teachers College accepts the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) exam. An English proficiency exam is required regardless of where the applicant received a graduate degree (if any). For more information and score requirements, visit [www.tc.columbia.edu/admissions/admission/international-students](http://www.tc.columbia.edu/admissions/admission/international-students).
- **Supplemental Application Requirements:** Some programs require additional application materials. For more information, visit [www.tc.edu/programs](http://www.tc.edu/programs).

## International Applicants

International applicants must hold, or be in the process of obtaining, the equivalent of a 120-credit U.S. baccalaureate degree to be eligible for admission to Teachers College.

- **Course Evaluation:** If an applicant's credentials are from an institution outside of the United States and Canada that is not a regionally accredited institution as recognized by the U.S. Department of Education, the Office of Admission requires an official course-by-course evaluation of all post-secondary credentials

(undergraduate and graduate, if applicable). It is the applicant's responsibility to provide the necessary paperwork and payment to an approved evaluation service, and to request that an official copy of the report be sent to the Office of Admission. **The completed evaluation must be received by the admission deadline.** Evaluations will be reviewed by Teachers College administrators and the determination of degree equivalency to U.S. degrees is at the discretion of Teachers College. For more information, visit [www.tc.columbia.edu/admissions/admission/international-students/](http://www.tc.columbia.edu/admissions/admission/international-students/).

- **English Proficiency:** Students who have earned a baccalaureate degree or its equivalent from a college or university where English is not the sole official language of instruction must take an exam to establish English language proficiency. Refer to the “English Proficiency Tests” section above for more information.
- **Visa Information:** Documents necessary to obtain a student visa (I-20 or DS-2019) should be sent to the Office of International Services only after an applicant has been officially admitted to Teachers College. Admitted applicants must submit the Application for Visa Certificate (AVC) (available online at [www.tc.columbia.edu/international](http://www.tc.columbia.edu/international)) and supporting documents certifying that the applicant has necessary funds to meet the cost of full-time study at Teachers College. Applicants should not submit bank statements or other proof of funds with application materials. Any form not issued in English must be accompanied by a notarized English translation. Holders of student visas (F-1 or J-1) are required to study full time (at least 12 points per semester). Individuals holding B-1 or B-2 status, or who entered the United States on a visa waiver, may be in violation of their status if they enroll in classes. Contact International Services at [tcintl@tc.columbia.edu](mailto:tcintl@tc.columbia.edu) with any questions related to visas or visit [www.tc.columbia.edu/international](http://www.tc.columbia.edu/international).

## Non-Degree, Advanced Certificate, and Non-Credit Applications

### Admission as a Non-Degree Student

Non-degree status is available to all applicants holding the equivalent of a U.S. baccalaureate degree.

The non-degree application is available online at [www.tc.columbia.edu/apply](http://www.tc.columbia.edu/apply). The components of a non-degree application include: the online non-degree application form, \$65 non-refundable application fee, and either a copy or official transcripts from the applicant's undergraduate baccalaureate institution(s) showing a degree conferral and all academic courses and grades. Additional application materials may be required based on the non-degree program.

A non-degree student may take up to 16 points as long as the academic standards of the College are met. Once the 16 credit maximum is met, the non-degree student must either be admitted to a Teachers College degree program or obtain approval from the Registrar for continued registration under non-degree status.

Admission to non-degree status implies no commitment for admission to a degree, Advanced Certificate, or non-credit program. Should a non-degree student become a degree candidate, a maximum of 16 points (8 in the major field) taken in non-degree status may be applied toward a degree program, if approved by the program.

### Admission as an Advanced Certificate Student

Advanced Certificate status is available to all applicants holding the equivalent to a U.S. baccalaureate degree.

The Advanced Certificate application is available online at [www.tc.columbia.edu/apply](http://www.tc.columbia.edu/apply). The components of an Advanced Certificate application include: the online application form, \$65 non-refundable application fee, and official transcripts from each college or university attended for academic credit for any period of time, showing all courses, grades and degrees received (if any). Advanced Certificate applicants with U.S. degrees may submit



an unofficial transcript upon application and follow up with an official transcript upon enrollment. Teachers College reserves the right to withdraw an application or an admission offer if there is a discrepancy between unofficial transcripts/documents used for application review and the official original transcript(s).

If an applicant's credentials are from an institution outside of the United States and Canada, the Office of Admission requires an official course-by-course evaluation of all post-secondary credentials (undergraduate and graduate, if applicable).

Additional application materials may be required based on the Advanced Certificate program requirements.

Admission to an advanced certificate status implies no commitment for admission to a degree, non-degree or non-credit program.

For more information about applying to an Advanced Certificate program, visit <https://www.tc.columbia.edu/admissions/admission/instructions/advanced-certificate-programs/>.

## Admission as a Non-Credit Student

Refer to the Continuing Professional Studies website at [www.tc.columbia.edu/continuing-professional-studies/](http://www.tc.columbia.edu/continuing-professional-studies/) for more information about non-credit options at Teachers College.

Admission to a non-credit program implies no commitment for admission to a degree, non-degree, or Advanced Certificate program.

## Financial Aid

The Office of Financial Aid recognizes that identifying and securing financial resources play a significant role in the graduate school planning process. The Financial Aid office is committed to guiding all students through the process and resources available within financial aid in the form of institutional scholarships, federal grants, student loans, and student employment opportunities.

Scholarship funding is only available to degree-seeking applicants. Applicants must apply by the priority deadline to guarantee consideration for scholarships. See [www.tc.edu/programs](http://www.tc.edu/programs) for deadline dates.

Visit [www.tc.edu/financialaid](http://www.tc.edu/financialaid) for more information.

## How to Apply

### *New Applicants*

The Teachers College scholarship application is integrated into the application for admission. The Office of Financial Aid recommends that students complete and submit the application(s) by the published application priority deadline.

### *Continuing Students*

The Teachers College scholarship application renews automatically. Generally, returning students do not need to complete a new scholarship application as the one on file will be used for additional consideration of funding. Continuing students must file the FAFSA for each year that they wish to be considered for federal aid.

## How Aid is Awarded

To award need-based funds, Teacher's College creates an cost of attendance budget that consists of the average costs of tuition, fees, and other expenses. Generally, students are provided a financial aid award package based on half-time (6 billable credits or equivalent) enrollment. The amount of tuition and fees, books, and supplies can be adjusted based on full-time, three-quarter time, and half-time enrollment. If enrollment plans change during the academic year, students should notify the Office of Financial Aid to adjust the aid package.

Scholarships are disbursed to a student's account on the first day of classes each semester following course registration in a degree program. Federal loans are disbursed after the last day of add/drop, and/or when a student meets the following criteria on that day and thereafter: (1) has registered for at least half-time status each semester; (2) has completed an entrance interview; (3) has completed a Master Promissory Note; and (4) has completed verification of income and identity, if required.

Tuition, fees, account charges, and refunds are processed by the Office of the Bursar. For more information, visit [www.tc.columbia.edu/bursar](http://www.tc.columbia.edu/bursar).

## Scholarships, Fellowships, and Grants

### Institutional Scholarships

Students who are first-time applicants to a master's-level program of study are eligible to apply for and be considered for institutional scholarships.

### Endowed Scholarships

Endowed scholarships are provided through the generosity of donors' contributions. Some of these funds are in support of students in particular programs, while others are available to students across many programs. For more information about endowed scholarships, visit [www.tc.columbia.edu/admissions/financial-aid/financial-aid-sources/scholarships/](http://www.tc.columbia.edu/admissions/financial-aid/financial-aid-sources/scholarships/).

### Fellowships and Grants

Fellowship awards are based on scholastic ability and potential for academic and professional achievement. Grants may be merit- and/or need-based according to each program's specific requirements. For more information, visit [www.tc.columbia.edu/admissions/financial-aid/financial-aid-sources/fellowships-and-grants/](http://www.tc.columbia.edu/admissions/financial-aid/financial-aid-sources/fellowships-and-grants/).

### Graduate/Teaching Assistantships

Students who are employed as graduate research/teaching assistants earn salary plus a tuition scholarship. Students may be awarded up to 3 points per semester, with a maximum of 6 points per academic year (Fall, Spring, Summer). Points may only be used during the semester in which a graduate research/teaching assistantship is awarded. For more information, visit [www.tc.columbia.edu/admissions/financial-aid/financial-aid-sources/assistantships/](http://www.tc.columbia.edu/admissions/financial-aid/financial-aid-sources/assistantships/).

## Federal Financial Aid

### Eligibility

To be eligible for federal financial aid, applicants must meet the following criteria:

- Be a U.S. Citizen or Eligible Non-Citizen
- Be enrolled in at least 6 points in an approved degree program.
- Make satisfactory academic progress toward a degree.
- Not have been convicted of any offense under federal or state law involving the possession or sale of a controlled substance.
- Register with selective service administration, if they are male.
- Not be in default on a loan or owe a payment of federal funds.

All applicants are encouraged to file a 2018-2019 Free Application for Federal Student Aid (FAFSA), regardless of eligibility for Federal Aid. Students can also find and file the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Teachers College's institutional code is G03979. For those who require a printed version, please contact the Office of Financial Aid.

After filing the FAFSA, students will receive a Student Aid Report (SAR) which must be reviewed for accuracy, and necessary corrections made. If there are questions, contact the Office of Financial Aid. Students may also be required to submit copies of their federal tax returns and other supporting documents to verify the information on the FAFSA.

The information provided on the FAFSA is applied to a federally designed formula which calculates the “estimated family contribution,” the theoretical amount the student should have available for educational costs. The cost of education minus the family contribution is “need.” The total amount of need-based aid cannot exceed this figure.

Normally, the need calculations are based on data from the prior calendar year. However, the Office of Financial Aid may recalculate family contribution if the student’s financial circumstances change significantly during the academic year. Students requesting recalculation based on academic year information should provide a written explanation of the circumstances and consult a financial aid counselor to determine the supporting documentation that will be needed.

## Federal Loans

Federal student loans are available to Teachers College students. To qualify for any of the federal education loan programs, an applicant must be a U.S. citizen or an eligible non-citizen and must be enrolled at least half time (6 points or the equivalent) in a degree program. International students may qualify for credit-worthy loans from a bank by securing a co-signer who is a U.S. citizen or permanent resident. Applicants are encouraged to consult with a financial aid counselor for more information.

For periods of study that are less than an academic year, the amounts students can borrow may be less than the annual maximum. The exact amount of loan eligibility will be listed in the award letter. Generally, graduate students can borrow up to \$20,500 in unsubsidized loans each academic year. Students may receive less than the yearly maximum if they receive other financial aid that is used to cover a portion of the cost of attendance.

Federal student loans require a Free Application for Federal Student Aid (FAFSA), a Master Promissory Note, and Entrance interview. In order for these loans to be processed in time for the beginning of the Fall semester, applicants are encouraged to file the FAFSA before April 15th.

- Federal Direct Unsubsidized Loan: Students accrue interest from the time the loan is disbursed until it is paid in full. If the interest is not paid in full before repayment begins, the amount of outstanding interest will be capitalized (it will be added to the principal amount of the loan), and additional interest will be based upon the higher amount.
- Federal Direct Graduate PLUS Loan: Students can borrow up to the cost of attendance minus other financial aid received. In order to qualify, students must file a FAFSA and meet all federal guidelines to receive student aid and not have an adverse credit history. Repayment begins on the date of the last disbursement of the loan.

For more information about federal student loans, visit [www.tc.columbia.edu/admissions/financial-aid/financial-aid-sources/federal-student-loans](http://www.tc.columbia.edu/admissions/financial-aid/financial-aid-sources/federal-student-loans).

## Loan Cancellation and/or Deferment

There are several incentive programs offered by various federal, state, and local government agencies that will defer and/or cancel a portion of a student’s federal education loan debt, usually Federal Perkins Loans but sometimes Federal Direct Stafford Loans as well.

The most common cancellations are Federal Perkins Loans and qualifying Federal Stafford Loans for teachers working full-time in “federally designated” teacher shortage areas. These federally designated schools are located in school districts that qualify for funds under Chapter 1 of Title I of the Elementary and Secondary Education Act. However, not all Chapter 1-funded schools are on the “federally designated” list.

For more information regarding loan cancellation and/or deferment, visit [www.studentloans.gov](http://www.studentloans.gov).

## Federal Work Study

Federal Work Study (FWS) is a need-based federal financial aid program that provides job opportunities to eligible Teachers College students. Applicants are encouraged to submit the FAFSA by March 1 of the year they plan to attend in order to ensure consideration for a work-study award.

FWS jobs allow awardees to earn wages that help them to cover education-related expenses. The amount of FWS which appears on the Financial Aid Award Letter is not a guarantee of wages to be earned. Rather, it is a maximum limit on the amount of FWS funds a student may earn should they choose to participate in the program. Students are paid only for actual hours worked.

Placement in an FWS position is contingent upon the availability of jobs and funding, as well as on a student's skills, experience, and schedule. For more rules and regulations, visit [www.tc.columbia.edu/admissions/financial-aid/financial-aid-sources/federal-work-study](http://www.tc.columbia.edu/admissions/financial-aid/financial-aid-sources/federal-work-study).

## Additional Steps and Conditions Prior to Release of Funds

**Prior Default:** Students in default on a federal loan, or who owe a repayment on a Pell, SEOG, or SSIG grant, cannot receive federal need-based aid until the status is cleared.

**Verification:** Some students are randomly selected by the federal government for a process called verification. If a student is selected, they will have to provide a copy of her/his federal income tax return and other documents to the Office of Financial Aid. An award letter will not be generated until all documents are submitted to the Office of Financial Aid. Students interested in work-study employment cannot begin employment until they have been awarded Federal Work Study for the academic year, and have completed the necessary documents.

## Maintaining Federal Student Aid Eligibility

All students requesting and receiving federal student aid must meet and maintain the following criteria:

- Be enrolled as a matriculated student in an eligible program
- Make satisfactory academic progress
- Must meet enrollment status requirements
- Must have resolved any drug conviction issue

Failure to meet the above requirements may result in the loss of federal student aid eligibility. Students will need to present proof of resolution to the Office of Financial Aid before aid can be offered or disbursed. Please contact the Office of Financial Aid for more information.

**Satisfactory Academic Progress:** In order to maintain eligibility for aid, students must make satisfactory progress toward their degree. In addition to meeting all standards of academic performance required in the program, students must maintain a minimum of points per semester in order to remain eligible for student aid. For more details about this policy, see [www.tc.columbia.edu/admissions/financial-aid/sap-policy](http://www.tc.columbia.edu/admissions/financial-aid/sap-policy).

## Return of Title IV Funds

This policy applies to students who complete 60% or less of the enrollment period (i.e., Fall, Spring, or Summer session) for which they received Federal Title IV aid. A student who drops a class but still completes one or more classes does not qualify for the Return of Title IV Funds policy. The term "Title IV aid" refers to the following federal financial aid programs: Federal Direct Unsubsidized Stafford loans, Federal Perkins loans, Federal Direct Graduate PLUS loans, and Federal TEACH Grant.

To conform with the policy, Teachers College must determine the student's withdrawal date. The withdrawal date is defined as: 1. the date the student began the withdrawal process or officially notified Teachers College of their intent to withdraw; or 2. the last date of attendance at an academically-related activity by a student who doesn't notify Teachers College.

The calculation required determines a student's earned and unearned Title IV aid based on the percentage of the enrollment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar days (including weekends) are used, but breaks of at least 5 days are excluded from both the numerator and denominator.

Until a student has passed the 60% point of an enrollment period, only a portion of the student's aid has been earned. A student who remains enrolled beyond the 60% point is considered to have earned all awarded aid for the enrollment period.

## Other Sources of Aid

### Private Loans

There are several student loan programs administered by private institutions that provide funds to students who do not qualify for federal or need-based loans, or who may need additional funding. They are often available from banks, require a credit check, and in some cases, a co-signer and processing fee. Securing a co-signer may result in lower interest on the loan. For information on private loans, visit <https://www.tc.columbia.edu/admissions/financial-aid/financial-aid-sources/private-loans>.

### Student Employment

Opportunities for student employment are available at Teachers College. Students should inquire at the Teachers College Human Resources Office or visit the website at [www.tc.edu/hr](http://www.tc.edu/hr) for any job vacancies. In some instances, positions may be eligible for tuition exemption or scholarship points.

# Registration Information

## Registration Procedures

Students seeking course credit must be admitted by the Teachers College Office of Admission. For details, please refer to the section on Admission. Former Teachers College degree students who wish to pursue a degree program and have not met the requirements of the continuous enrollment policy must apply for re-admission in the Admission Office well before the registration dates.

Course registration may be completed online via myTC. Limited in-person registration is available during dates announced in the Academic Calendar.

### Teachers College Student Information System

All students are expected to register via the web through the Student Information System on myTC. It is the responsibility of each student to obtain advisement and approval for their course selections from their academic advisor prior to registering. Registering for classes that your advisor has not approved can seriously compromise your ability to fulfill degree requirements and may have unintended financial consequences. Students must also obtain permission from the course instructor for any course listed in the Schedule of Classes that requires instructor approval. Students may connect to the Student Information System through the TC portal myTC. Instructions for registration are available in the Registration Information Section in the Schedule of Classes for each term.

Whenever course enrollment has been entered in the registration system, the student is responsible for payment of the assessed charges unless the student follows the procedures for a change of program as outlined in the Schedule of Classes and in accordance with the dates listed in the Academic Calendar. Failure to attend a course does not constitute an automatic withdrawal. (See section on Changes in Registration and Withdrawal.)

Each registrant is expected to assume a major responsibility in program planning. A careful study of the general degree requirements and maximum point loads outlined in this Catalog, special departmental bulletins, and advisory recommendations should be taken into consideration.

Teachers College students must have written permission of the Registrar before registering in any program or institution outside the College. Additionally, students are not permitted to be enrolled concurrently in two degree programs or schools within the University or the College.

### Maximum Point Loads

The number of points (credits), a point being the equivalent of a semester hour that a course carries per term, is given on the course schedule. No more than 9 points may be taken during a summer session and no more than a total of 16 points in the summer term. No more than 18 points may be taken during the fall or spring term; students who hold full-time positions are discouraged from enrolling for programs in excess of 8 points each fall and spring term.

### Certification of Part-Time/Full-Time Attendance

Enrollment status certification is based upon the number of points for which a student is registered per term. During the fall, spring and summer terms, "full-time" status is accorded to students registered for 12 or more points per term. Students enrolled for fewer than 12 points (0–11 points) are considered "part-time." "Half-time" status is based on enrollment of 6–11 points per term. Students registered for fewer than 6 points are accorded "less-than-half-time status." During the summer term, enrollment status is determined by the cumulative number of points in both Session A and B. For "full-time" status, students must register for a combined load of at least 12 points, with no more than 9 points in one summer session. Full-time status is accorded to students registered for CCPJ6460, CCPX6430, HBSK6480, or HBSK5480 as well as students registered for doctoral dissertation advisement (\_8900 courses) and Ph.D. Dissertation Defense (TI8900).

Students taking fewer than 6 or 12 points in a term may be certified as full-time or half-time if they have an approved Certificate of Equivalency (COE) form. A Certificate of Equivalency is only approved when a student is working on an academic activity that is directly related to a student's degree program. The form is available from the Office of the Registrar and must be recommended by the student's advisor and approved by the Registrar. A Certificate of Equivalency is only granted for activities that are directly related to the degree program and satisfy a requirement for the degree program. No student will be certified for full-time, half-time, or part-time status unless he or she is enrolled for that term in some form and, if necessary, has filed a Certificate of Equivalency in the Office of the Registrar during the first two weeks of the term. Doctoral students may check with the Office of the Registrar regarding personal exemption or waivers. Students cannot be certified for future dates of attendance.

### **Change in Registration and Withdrawal**

Notice of any change in your registration, including adding/dropping courses, changes of points in variable point courses, or of total withdrawal from the College, must be given to the Registrar in writing or completed through the online registration system. Instructions for changes in registration and withdrawal through the Student Information System are outlined in the Registration Information section in the Schedule of Classes or may be obtained from the Office of the Registrar.

The last date for changes in registration is indicated in the Academic Calendar. After this deadline, courses may not be added, but a partial refund of tuition fees for withdrawal from courses may be authorized by the Registrar. Fees are not subject to this reduction. Reduction of tuition based on a sliding scale is calculated from the day the Registrar receives written notice from the student or the withdrawal is processed through the Student Information System. The sliding scale is outlined in the Registration Information section in the Schedule of Classes on the TC-Web for each term.

The deadline for making changes in points in variable-point courses will extend until the class has met four times; dates are indicated in the Academic Calendar.

Courses with special dates must be dropped before the course begins to receive full tuition credit. There is no reduction of tuition for special-date classes once the course begins or for fee-based courses in art, music and dance after the close of the change of program period. Students who have registered for workshops must withdraw from a workshop prior to the beginning of the workshop. No tuition rebates will be granted for a workshop once it has begun.

Students who are deficient in their attendance or who perform their class duties unsatisfactorily may be required at any time to withdraw from a course, upon recommendation by the course instructor to the Registrar; in extreme cases, this may mean withdrawal from the College.

For grading symbols covering withdrawals, see Grades.

## **Tuition and Fees**

### **Tuition**

Tuition and fee rates are set annually by the Teachers College Board of Trustees. In the 2018-2019 academic year, tuition for all regular courses is \$1,635 per point. Non-credit courses vary in rate, usually depending on the minimum number of points for which the particular course is offered and the special services provided.

Columbia University's tuition is assessed at a per-point or flat rate determined annually by the University's Board of Trustees. Each school's rate may vary. Check the Office of the Registrar's website for the current tuition rates at Columbia and other affiliates.

Total tuition and fees are determined based on the number of points for which the student has registered. All tuition and fees (registration, service, workshops, and all miscellaneous related expenses) charged are due and payable in full on the opening day of the semester or on the official published deadline date. Registrations

submitted after the published due date are due upon registration.

## Payment Options

Various forms of payment are accepted for tuition and fees and may be used individually or in combination. Teachers College accepts checks, money orders, and cash. A deferred payment plan, employee tuition exemption, third party billing agreements, and financial aid are also available to finance a Teachers College education. Some restrictions may apply.

### eCheck

Tuition can be paid online directly from a personal checking or savings account drawn on a U.S. bank. An eCheck payment will appear on your monthly statement as **Teachers College Epayment**. There is no fee to pay by eCheck. Online payments can be made by accessing the myTC Portal at: <http://my.tc.edu>. Returned checks are assessed a return-check fee and subject to collection fees, if necessary. After three returned check payments, no further personal checks will be accepted.

### International Wire Transfers

International students may pay their student account using international wire transfers. Students can generate a Western Union international wire transfer payment request on the myTC ePayment site in their home currency, in most cases.

The benefits include:

- Teachers College and Western Union will not charge a fee for wire transfers.
- (NOTE: your bank may charge an encounter fee for wire transfer payments)
- Competitive exchange rates valid for 72 hours.
- Automated posting of wires to your student account when payments are received.

To learn more visit our <http://www.tc.columbia.edu/bursar/payments/international-wire-transfers/>

### Checks or Money Orders

Must be made payable to Teachers College. These types of payments can either be submitted in person, placed in the drop box, or mailed to the Office of the Bursar: 525 West 120th Street, Box 305, New York, NY 10027. The drop off payment box is located at the door of the Office of the Bursar, Thompson Hall Room # 133. Do not place cash in this box. Please write your student identification number and a valid daytime telephone number on the face of the check or money order. Returned checks are assessed a return-check fee and subject to collection fees, if necessary.

### Cash Payments

Must be made in-person at the Office of the Bursar, 133 Thompson Hall. During the academic year, the Office of the Bursar staff is available Monday through Thursday 9:00am until 6:00pm and Friday 9:00am until 5:00pm. (Please note, during the Summer, the Office of Bursar will close at 5:00pm Monday through Thursday and 3pm on Friday). For payments that include more than \$10,000 in cash, IRS Form 8300 must be completed at the cashier's window.

### Online Deferred Payment Plan

Students may choose to participate in the Online Deferred Payment Plan during the fall and spring semesters only (plan is not available for summer sessions). The Online Deferred Payment Plan allows students to spread the term tuition, fees, and housing charges less any aid disbursed, over three equal installments during the semester. An online agreement between the student and Teachers College must be electronically completed on the MyTC Student Information System Portal. A \$50 fee is required to participate in the plan and the first installment plus the \$50 fee is due at the time the student electronically signs the agreement. Installment dates are listed below:



<b>Fall 2018</b>	
First Installment Due	September 7, 2018
Second Installment Due	October 8, 2018
Third (Final) Installment Due	November 8, 2018

<b>Spring 2019</b>	
First Installment Due	January 25, 2019
Second Installment Due	February 18, 2019
Third (Final) Installment Due	March 18, 2019

Failure to remit payment, as scheduled, in the Deferred Payment Plan will result in the assessment of a late payment penalty of 1 1/3 percent on any unpaid balance.

*Tuition Exemption*—Students employed at the University may be eligible for tuition exemption. Human Resources must authorize tuition exemption forms with a valid HR personnel signature. Authorized Tuition Exemption forms must be submitted in person no later than the last day to add/drop courses for each term. If a student registers late, payments including tuition exemption forms are due at the time of the late registration. Various fees including, but not limited to, course fees, college fees, health service fees, medical insurance, and late registration fees are not covered by tuition exemption. The student should be prepared to remit payment for these fees on the official tuition due date.

*Third Party Agreements*—Students enrolling under a third party agreement must submit an authorization form to the College for approval each term/semester. A third party is usually an outside agency (not an individual) that agrees to pay all or part of the charges incurred by a particular student. The authorization form must include the student's name, relevant semester(s), and the total amount of tuition and fee charges that the third party is willing to pay. The form must be signed by an official of the third party agency. A third party agreement between the College and the agency must be completed each term/semester before the start of the term/semester.

*Financial Aid*—If all required applications and documentation have been filed with the Office of Financial Aid by the required deadline, financial aid awards should be available at the time of registration. Since tuition and all fees are due at the time of in-person registration, late payment penalties will be assessed on any outstanding balance as described under the Late Payment Penalties section of this bulletin. For further information about financial aid, review the section entitled Financial Aid.

## Withdrawal from Classes

By registering for classes, a student has entered a legal and binding contract to pay all tuition, fees, and penalties charged by Teachers College.

When a student withdraws from Teachers College or from individual classes, the tuition charges originally assessed may be reduced, based on the date of withdrawal. Failure to attend classes does not constitute an automatic withdrawal; students must withdraw through the Student Information System on myTC Portal or request withdrawal by contacting the Office of the Registrar. Fees are not subject to rebate. The percentage of tuition reduction will be determined according to the withdrawal schedule.

## Fall 2018

Withdraw on...	Receive tuition credit of...
Before September 19	100%

September 19-21	80%
September 22-28	75%
Sept. 29 - Oct. 5	70%
October 6-12	65%
October 13-19	55%
October 20-26	50%
Oct. 27 - Nov. 2	40%
After November 2	0%

## Spring 2019

Withdraw on...	Receive tuition credit of...
Before February 6	100%
February 6-8	80%
February 9-15	75%
February 16-22	70%
Feb. 23 - March 1	65%
March 2-8	55%
March 9-15	50%
March 16-22	40%
After March 22	0%

## Student Refunds

Proceeds originating from student aid programs in excess of all student account charges (tuition, fees, monthly housing, and other related expenses) will be mailed to the student or electronically deposited (students must enroll for eRefund through the myTC Portal).

**NOTE:** Title IV aid can only be credited towards institutional charges. Non-institutional charges such as finance charges, late penalty fees, etc. cannot be paid from your Title IV aid. This may result in a refund being generated leaving an outstanding balance on your account for which you are responsible.

## Other Fees

Teachers College Fee, Per Term	\$458
Teachers College Research Fee	\$458
Health Service Fee - (Fall/ Spring )	\$561 / \$561
Medical Insurance Fee – Plan 90 – (Fall/ Spring)	\$1,503 / \$2,444
Medical Insurance Fee – Plan 100 – (Fall/ Spring)	\$1,951 / \$3,169
One-time Transcript Fee ( charged in first term enrolled )	\$35
Application Fee (non-refundable and payable at time of application)	\$65
Tuition deposit (non-refundable but applicable against tuition assessment)	\$300
Continuous Doctoral Advisement registration fee	\$4,905
Ph.D. Oral Defense fee	\$6,159
Late registration fee	\$100
Late application fee for conferring of degrees	\$25
Student identification card replacement fee	\$20
Late payment fee (flat fee)	\$50
Late payment (monthly fee)	1- 1/3% (16% annually)

Returned check fee	\$20
Deferred payment plan fee	\$50

Fees listed here and elsewhere throughout this catalog are reviewed periodically and are subject to change without prior notice. Additional fees may be added.

Teachers College, Columbia University offers courses of study leading to the following degrees: Master of Arts (M.A.), Master of Education (Ed.M.), Master of Science (M.S.), Doctor of Education (Ed.D.), Doctor of Education in the College Teaching of an Academic Subject (Ed.D.C.T.), and Doctor of Philosophy (Ph.D.). This policy presents an overview of degree requirements, as well as how the College determines that students have met requirements.

1. Definitions
2. General Degree Requirements and Graduation
3. Department- and Program-Specific Requirements
4. Degree Audit System

## 1. Definitions

**Advisor:** Member of the instructional staff or faculty who provides academic guidance to students and has authority to recommend students to the Faculty for award of a degree.

**Breadth Requirement:** The requirement for most master's programs that students take course work outside of their major programs. Also known as the Foundations Requirement. All M.A., M.S., and Ed.M. students must complete a minimum of 6 points out of program at TC. The advisor and student will determine how the points can be reached.

**Degree application:** The process by which students request that advisors and the Registrar review their academic progress and consider them for the award of a degree on a particular graduation date.

**Degree audit:** A report that compares individual students' progress against degree requirements.

**Degree audit system:** A computerized system that serves as the primary repository of academic requirements for degrees and that generates degree audit reports.

**Degree requirement:** Any condition that students must meet in order for the Faculty to recommend them for the award of a particular degree. Degree requirements refer to successful completion of any of the following: graduate-credit courses, master's theses or integrative projects, dissertation proposals, and dissertations. Degree requirements may also include the stipulation that students complete degrees within particular time frames (e.g., the five-year period of candidacy for masters degrees).

**Graduate Courses in other University Divisions:** Most Columbia University courses numbered 4000 and above are considered graduate-level courses. However, 4000-level History courses are not considered graduate-level. Barnard College courses are not graduate courses.

**Graduation:** The conferral of degrees upon successful completion of all degree requirements. Degrees and certificates are awarded only in October, February, and May. Degrees are formally conferred by the President of the University at the annual Commencement in May.

## 2. General Degree Requirements and Graduation

The minimum requirements for degrees established by the College and University are given below. Students may not be enrolled concurrently in degree programs in two different institutions; students may not be in two different degree programs or areas of specialization or schools at Teachers College or Columbia University.

### 2.1. General Residence

For each degree, a candidate must register for and earn a minimum of thirty semester hours of acceptable graduate credits. The candidate must register for course work through Teachers College and remain matriculated in each degree program for at least two academic terms. Living on campus is not required.

The chart below shows minimum residency and point requirements for multiple degrees. It is possible that students will need to take more than the minimum point requirements to earn multiple degrees. In addition to satisfying residency requirements, a student must meet all general degree requirements for each degree as outlined in this policy and by the academic department. Consult with the Office of the Registrar for more specific information.

	Minimum Points	Minimum TC Credit	Maximum Transfer Credit
<b>Two Degrees at Teachers College</b>			
M.A./M.S. and M.A./M.S.	60*	60*	0
M.A./M.S. and Ed.M.	60	45	15
Ed.M. and Ed.M.	90	60	30
M.A./M.S. and Ph.D.	75	45	30
M.A./M.S. and Ed.D.	90	45	45
Ed.M. and Ph.D.	75	45	30
Ed.M. and Ed.D.	90	45	45
<b>Three Degrees at Teachers College</b>			
M.A./M.S., M.A./M.S., and Ed.M.	90	75	15
M.A./M.S., Ed.M., and Ed.M.	90	90	0
M.A./M.S., M.A./M.S., and Ed.D.	90	75	15
M.A./M.S., M.A./M.S., and Ph.D.	75	75	0
M.A./M.S., Ed.M. and Ph.D.	75	60	15
M.A./M.S., Ed.M. and Ed.D.	90	60	30
Ed.M., Ed.M., and Ed.D.	90	90	0
<b>Four Degrees at Teachers College</b>			
M.A./M.S., M.A./M.S., Ed.M., and Ed.D./Ph.D.	120	120	0
M.A./M.S., Ed.M., Ed.M., and Ed.D./or Ph.D.	120	120	0

\* Plus an essay or 32 points without an essay for each degree.

Note: If you received a Professional Diploma from Teachers College, please check with the Registrar for minimum requirements.

## 2.2. Academic Performance

The Faculty of the College requires that all students maintain acceptable grades as well as satisfactory progress in the completion of degree requirements. Some departments specify an overall minimum grade average (see specific department statements). If satisfactory progress as defined by the department is not maintained, a student may be dismissed from the program. Any department judging a student to be performing below expectations is authorized by the Faculty to require additional coursework as a means to evaluate the student's continued participation in the degree program or enrollment at the College. A student whose academic performance in coursework or in other requirements is seriously below the level required for successful completion of a degree may be denied permission for continued enrollment at the College on the initiative of the Department in which the student is enrolled. There is no formal appeal from such a decision, but the student may consult with the Ombuds officer.

Any student receiving eight or more points in grades of C- or lower is not permitted to continue registration at the College in any capacity and may not receive a degree or diploma. Petitions for exception to this policy may be submitted, in writing, to the Registrar with a written recommendation from the department in which the student was last enrolled. Such petitions will be submitted to a faculty committee for review and decision.

### **2.3. Statement on Academic Conduct**

Teachers College expects members of the College community to observe traditional norms of scholarly discourse, academic integrity, and fairness. All members of the College community are expected to exhibit the high level of personal integrity which society must demand of professionals.

Decisions regarding academic evaluation in all aspects of students' work at the College, including coursework, certification examinations, clinical or field experiences, and preparation of dissertations, are within sole jurisdiction of faculty members concerned, including, as appropriate, the department or program staff members. Disciplinary actions (e.g., reprimand, suspension, or dismissal) in cases of academic misconduct can be imposed by the academic program or department as described in the Student Conduct Code, [www.tc.edu/policylibrary/student-conduct-code](http://www.tc.edu/policylibrary/student-conduct-code).

### **2.4. General Candidacy Requirements**

Students who have not met the requirements of the continuous enrollment policy and who wish to pursue the completion of a degree must re-apply for admission and be accepted into a degree program. This applies even if they wish to resume a course of study leading to the degree program to which they had originally received admission. Applications for re-admission may be obtained from the Office of Admission. Applications for re-admission follow the same processes and standards as those for initial admission. Students subsequently readmitted to a degree program must meet degree requirements current at the time of re-admission.

All Teachers College programs that offer academic credit are graduate-level programs, and all require completion of a baccalaureate degree prior to attendance at Teachers College. Students may not enroll in a Teachers College program that offers academic credits until the Office of Admission has received official transcripts indicating a conferred baccalaureate degree or its equivalent. In addition, the Office of Admission must receive official transcripts from all post-secondary institutions where a student has earned academic credit prior to the first semester of enrollment. Questions regarding which transcripts are required should be addressed to the Office of Admission.

### **2.5. Requirements for Master's Degrees (Master of Arts, Master of Science, and Master of Education)**

In order to pursue requirements for a master's degree at Teachers College, candidates first must be formally admitted to a master's degree program by the Office of Admission.

The period of candidacy for the degrees of Master of Arts, Master of Science, and Master of Education is limited to five years. Every candidate for the Master of Arts, Master of Science, and Master of Education must complete at least 16 points through Teachers College during the final five-year period prior to the award of the degree so as to meet recency requirements.

A candidate may petition the Registrar for an extension of time for adequate reasons if the student has been in attendance in the degree program within the last five years. In such cases, an extension must be recommended by the major advisor and approved by the Registrar. Upon approval, all current degree requirements including the departmental integrative project must be completed. Candidates may obtain petition forms from the Registrar's web site: [www.tc.edu/registrar](http://www.tc.edu/registrar).

### **2.5.1. Master of Arts (M.A.)**

The M.A. is granted upon the satisfactory completion of no less than 30 points and a formal essay; 32 points and a departmental integrative project; or 32 points and completion of a departmental comprehensive examination. At least 20 points must be earned in Teachers College courses. The remaining credits must be completed through Teachers College registration, in Teachers College courses or in graduate courses in other University Divisions

The program of study for the M.A. must include a minimum of 12 points in major field courses, the exact requirement to be determined by the program and in consultation with the major advisor. Transfer credit may not be used to meet this minimum. Students must also meet the breadth requirement: They must complete a minimum of 6 points out of program at TC. Students and their advisors will determine how to meet the 6-credit minimum. In addition, students must complete a formal essay, comprehensive examination, or integrative project. Electives are chosen in consultation with the major advisor.

Students opting to prepare a formal essay should obtain instructions from the Office of the Registrar. The formal essay must demonstrate the student's ability to select, organize, and present the results of professional investigation in the major field. The essay may consist of a body of work in a studio or performance area, demonstrating the design, preparation, and presentation of professional works appropriate to the major field. Documentation of such works may include photographs, color slides, TV tapes, film, recordings, or an approved computer software program. An original copy of the formal essay must be submitted to the Registrar no later than the deadline indicated in the Academic Calendar. Approved essays are retained by library; integrative projects are maintained in the major department.

A candidate for an M.A. degree who has already earned an M.A. or M.S. degree at an earlier time must be admitted to the degree by the Office of Admission. Courses and the integrative project, comprehensive examination, or essay completed for the earlier M.A. or M.S. degree may not be applied toward the second. The same minimum point and breadth requirements apply. Consult departmental advisory statements for additional requirements.

### **2.5.2. Master of Science (M.S.)**

The M.S. degree is granted upon the satisfactory completion of a minimum of 30 points and a formal essay; 32 points and a departmental integrative special project; or 32 points and a departmental comprehensive examination. At least 20 points must be earned in Teachers College courses. The remaining coursework must be completed, through Teachers College registration, in Teachers College courses or graduate courses in other University Division.

The program for the M.S. degree must include at least 20 points in science courses and related technical fields. Transfer credit may not be used to meet this minimum. Students must also meet the breadth requirement: They must complete a minimum of 6 points out of program at TC. Students and their advisors will determine how to meet the 6-credit minimum. In addition, students must complete a formal essay, comprehensive examination, or an integrative project. Electives are chosen in consultation with the major advisor. Consult departmental advisory statements for additional requirements.

A candidate for an M.S. degree who has already earned an M.A. or M.S. degree at an earlier time must be admitted to the degree by the Office of Admission. Courses and the integrative project, comprehensive examination, or essay completed for the earlier M.A. or M.S. degree may not be applied toward the second. The same minimum point and breadth requirements apply. Consult departmental advisory statements for additional requirements.

### **2.5.3. Master of Education (Ed.M.)**

The Ed.M. degree is awarded upon satisfactory completion of a minimum of 60 points of graduate work. Thirty points must be completed under the auspices of Teachers College, including 18 points in Teachers College courses. A maximum of 30 points of graduate credit may be transferred from other recognized institutions. Candidates who have completed an M.A. or M.S. degree through Teachers College must register for a minimum of 45 points of the required 60 through Teachers College.

Candidates admitted to Ed.M. degree programs are required to complete the breadth requirement: They must complete a minimum of 6 points out of program at TC. Students and their advisors will determine how to meet the 6-credit minimum. Equivalent out-of-program courses for which transfer credit has been granted may be substituted for Teachers College courses with the Registrar's approval of a written petition. A formal essay, departmental comprehensive examination, or special departmental integrative project is also required. Consult departmental advisory statements for additional requirements.

#### **2.5.4. Application for Master's Degree or Certificate Award**

Candidates for the degrees of Master of Arts, Master of Science, Master of Education, or certificates must file an application to graduate using the College's degree audit system.

All courses, except those in which students are currently enrolled at the time of graduation application, must be completed before application. Degree applications are specific to particular degree dates, as shown on the Academic Calendar. Students who do not then earn the degree or certificate by the applicable degree date must file a Renewal of Application and pay a renewal fee for reconsideration of the award by a future degree date. See Academic Calendar for due dates.

### **2.6. Requirements for Doctoral Degrees (Doctor of Education and Doctor of Philosophy)**

Teachers College offers programs of study leading to the Doctor of Education and Doctor of Philosophy degrees. The Office of the Registrar provides general information, administrative advice, and service to doctoral students and assists the doctoral committees in their supervision of candidates' work. Requirements outlined below are described in further detail in the doctoral bulletins prepared for each degree type. Each student should obtain the appropriate bulletin through the Registrar's Office website. Each student is responsible for fulfilling the stated requirements. Prospective doctoral students should consult a faculty advisor concerning programs offered, the degree most appropriate for specific goals, any departmental requirements for admission and programs of study, and application deadlines.

#### **2.6.1. Doctor of Education (Ed.D./Ed.D.C.T.)**

The Ed.D. degree emphasizes broad preparation for advanced professional responsibilities through a program of extensive study in a specialized branch of the field of education or area of instruction. The minimum requirements include satisfactory completion of a planned program of 90 points of graduate coursework beyond the baccalaureate degree (at least 45 points of which must be taken through Teachers College registration); satisfactory performance on a departmental certification examination; and the preparation and defense of a dissertation. Some fields of study have additional requirements; consult departmental statements or faculty advisors.

Special programs for persons preparing for college teaching of an academic subject (Ed.D.C.T.) are offered in several departments. The programs emphasize broad preparation in the candidate's major field, specialized competence in a limited area within that field, and an understanding of the broader problems of education, especially at the college level. The minimum requirements are the same as those for the Ed.D, but some fields of specialization have additional requirements such as an examination in a foreign language or in mathematical statistics. Consult departmental statements or faculty advisors.

Ed.D. candidates must be in continuous enrollment for a minimum of 3 Teachers College points or the dissertation advisement course in each fall and spring term following departmental recommendation for certification or approval of the dissertation proposal in a departmental hearing, whichever comes first. The obligation to register continuously ends after the dissertation has received final approval.

#### **2.6.2. Doctor of Philosophy (Ph.D.)**

The Ph.D. degree emphasizes research and intensive specialization in a field of scholarship. Under an agreement with Columbia University, Teachers College offers programs leading to the Ph.D. degree in designated fields in which the Graduate School of Arts and Sciences does not offer programs, namely in education, including education in the substantive disciplines and certain applied areas of psychology.

The minimum requirements for the Ph.D. include submission of a program plan of study and satisfactory completion of a planned program of 75 graduate points beyond the baccalaureate; satisfactory performance on foreign language examinations (for certain programs) and on a departmental certification examination; and preparation and defense of a research dissertation. Some fields of specialization have additional requirements; consult departmental statements or faculty advisors. A maximum of 30 points of relevant courses at other recognized graduate schools or 45 points in another Faculty of Columbia University may be accepted toward the minimum point requirement. Each degree candidate must satisfy departmental requirements for the award of the M.Phil. degree prior to continuing in the Ph.D. program. A Ph.D. candidate must complete all requirements for the degree in not more than seven years or six years for those who have received an applicable master's degree or 30 points of advanced standing. Degree requirements are specified in the Requirements for the Degree of Doctor of Philosophy Bulletin, available on the Office of the Registrar website.

**Continuous Registration Requirement for Ph.D. Programs:** Ph.D. candidates must register continuously each fall and spring term until all degree requirements are met unless granted a leave of absence. In addition, following enrollment in the department's designated dissertation seminar course(s) or following the term in which the dissertation proposal was approved, whichever comes first, candidates must fulfill the continuous registration requirement by registering for doctoral dissertation advisement each fall and spring term. Finally, registration for TI 8900, Dissertation Defense: Ph.D., is required for the term in which the oral defense is held. The obligation to register for dissertation advisement ends after the dissertation has received final approval.

A candidate who expects to interrupt study for any reason should consult the Office of the Registrar so as to avoid the risk of severing connection with the program.

### 3. Department- and Program-Specific Degree Requirements

In addition to College-wide requirements, TC academic departments and programs have specific requirements for students at each degree level. These requirements can include certain courses, examinations, essays, or projects that apply only to students in particular major fields. These requirements may exceed but may not fall short of the minimum College-wide requirements described in this policy. Students must meet all relevant department and program requirements.

### 4. Degree Audit System

The College's degree audit system serves as the official repository of degree requirements. The Registrar's Office will maintain this system based on information in the online academic catalog and departmental program guides. Proposed changes to program- or department-specific requirements must be initiated by members of the faculty and approved by the respective academic department before the Registrar updates the system.

Depending on the proposed change, faculty sponsors may need FEC-APS and/or New York State Department of Education approval before the College can make the change.

Advisors and the Registrar's Office will use the degree audit system to certify completion of degree requirements. Requests for exceptions to these requirements must be initiated by members of program faculty.

Responsible Office: Enrollment Services

Effective Date:

Last Updated: September 2017



# Student Life and Student Services

## Teachers College

Teachers College is located in New York City, one of the most important and dynamic cultural and educational centers in the world. Our student population is very diverse and includes international students, scholars and faculty from over 75 countries. TC combines a large number of part-time and full-time students who are very active in professional education circles and either commute or live on campus. There are a variety of student services and organizations at TC designed to support students' programs of study, provide professional development opportunities, foster community and celebrate diversity.

## Office of the Vice President for Diversity and Community Affairs

*Janice S. Robinson, Esq.*

Vice President for Diversity and Community Affairs

Associate Professor in Higher Education, Department of Organization and Leadership

Teachers College Title IX Coordinator

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[jsr167@tc.columbia.edu](mailto:jsr167@tc.columbia.edu)

*Melissa Rooker, J.D.*

Executive Director for Equity

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*Juan Carlos Reyes, M.A.*

Associate Director for Diversity and Community Affairs

128 Zankel, (212) 678-8410

[jcr2101@tc.columbia.edu](mailto:jcr2101@tc.columbia.edu)

*Simone Guerrier-Slater*

Program Manager

128 Zankel, 212-678-3391

[Sg3243@tc.columbia.edu](mailto:Sg3243@tc.columbia.edu)

Important Websites: [www.tc.edu/diversity](http://www.tc.edu/diversity) & [www.tc.columbia.edu/titleix](http://www.tc.columbia.edu/titleix)

The Office of the Vice President for Diversity and Community Affairs leads the President's and College's initiatives concerning community, diversity, civility, equity, harassment prevention, and anti-discrimination. By encouraging the College community to listen, learn, educate, and work together in positive ways. We endeavor to unify the diverse constituencies, serving the students and alumni, full-time and adjunct faculty, and professional and union staff that comprise the TC community. The Office continues to lead and implement the diversity and community vision by engaging the entire College community academically, administratively and culturally.

As Title IX Coordinator, Janice Robinson has primary responsibility for compliance to Title IX of the Education Amendments of 1972, the federal law that prohibits sex discrimination and gender-based misconduct in education and the New York State Sexual Assault Enough is Enough Law.

Simultaneously, the Office focuses on systemic issues by addressing policy and procedural concerns. The Vice President serves as a member of the President's Senior Staff. She chairs the College's Discrimination Laws Compliance Working Group and the President's Committee for Community and Diversity, the only cross-college multi-constituent committee. The Associate Director and Executive Director are also members of the Committee, and their responsibilities coincide with all of the initiatives of the Office as it continues to lead and implement the diversity, community and equity vision at Teachers College.

## Office of the Ombuds

*Stephen Peeverly, Ph.D.*

College Ombuds

Program Director, School Psychology Ph.D. Program

280 Grace Dodge Hall

(212) 678-4169

[ombuds@tc.columbia.edu](mailto:ombuds@tc.columbia.edu)

*Riddhi Sandil, Ph.D.*

Ombuds for Gender-Based Misconduct Concerns

Program Director, Psychological Counseling Program

(212) 678-4016

328B Horace Mann Hall

[sandil@tc.columbia.edu](mailto:sandil@tc.columbia.edu)

The Teachers College Office of the Ombuds is a resource available to students, faculty and staff for resolving problems and conflicts when they need advice or after other efforts have not been successful.

The Ombuds:

1. Listens to concerns, clarifies the issues in a problem and evaluates a range of solutions and options.
2. Offers coaching in how to deal with a problem.

3. Creates ways for those involved in a problem to communicate, including setting up meetings when necessary; and helps mediate a solution.
4. Provides information about other resources and makes referrals.
5. Identifies issues and trends in common issues and concerns.

Discussions with the Ombuds are confidential, as permitted by law, except in matters of imminent or actual physical or mental harm. In such matters the Ombuds considers the interests and safety of all involved parties in maintaining confidentiality.

The Ombuds is an advocate for the solution of a problem, not for any particular party, and gives equal attention to the rights and responsibilities of all concerned. Individuals seeking a confidential resource with whom to discuss Gender-Based Misconduct may contact either the Ombuds, or the Ombuds for Gender-Based Misconduct Concerns, Dr. Sandil. Individuals with concerns about faculty, staff or students in the Department of Clinical and Counseling Psychology should contact Dr. Pevery. Individuals with concerns about faculty, staff or students in the Department of Health and Behavior Studies should contact Dr. Sandil.

The use of the services of the Office of the Ombuds does not substitute for a formal grievance procedure.

## Office of Student Affairs

The Office of Student Affairs (OSA) strives to enhance the quality of life and academic experience for students by providing services and programs designed to engage students in the College and University communities. There is a strong commitment to promote professional, co-curricular, recreational, social, cultural, and wellness programs. Events, such as the Casual Conversation Series, and Doctoral Students Programs, provide students with the opportunity to learn about College resources and hear faculty and administrators share their research interests and professional experiences. Other co-curricular programs sponsored by OSA include: Broadway shows, sporting events and NYC trips. Students can also participate in more than thirty student organizations which provide additional opportunities to network with all members of the College community. Student organizations varies from special interest groups to honor societies to local chapters of national organizations.

For more information, please contact [studentaffairs@tc.edu](mailto:studentaffairs@tc.edu).

## Columbia Health Fee & Health Insurance

All students living in Teachers College residence halls are assessed the Columbia Health fee. Additionally, all students registered for 12 or more billable credits in the fall or spring semester and all international students (regardless of credit status) are assessed the Columbia Health fee. The fee covers primary care, counseling and psychological services, health education, support for survivors of sexual assault, as well as the public health services provided to the University community. Additional coverage for medications, lab costs, visits to medical specialists, and hospitalizations are covered by the Columbia Student Health Insurance Plan available through Teachers College. Students living in Teachers College residence halls and/or taking 12 or more billable credits and all international students (regardless of credit status) are required to enroll in the Columbia Student Medical Insurance Plan or provide proof of comparable insurance coverage in order to waive. Information is available at Insurance & Immunization Records, (212) 678-3006, or email [health-immunization@tc.edu](mailto:health-immunization@tc.edu).

### Immunization Records

New York State requires that all students born on or after January 1, 1957 provide proof of immunity to measles, mumps, and rubella (MMR). In addition, New York State requires all students to provide documentation of their decision to be immunized against meningitis within 30 days, opt not to be immunized, or provide documentation that they have received the meningitis vaccination within the past 5 years. The meningitis vaccination is not required for attendance; however, completion of the meningitis response form is mandatory

and can be submitted electronically via the myTC portal. Both the meningitis response and the required immunization form, which is available on the Admitted Student website, is to be completed and submitted to Insurance and Immunization Records prior to the first day of class.

## Teachers College Student Senate

The Teachers College Student Senate is composed of elected student body representatives from academic departments and positions at large. The Senate advocates for student voice on campus and participates in College-wide committees which impact the decision-making process and enhances communication amongst students, administration and faculty. For more information please contact the Student Senate via email [student-senate@tc.edu](mailto:student-senate@tc.edu).

## Graduate Writing Center

The Graduate Writing Center, a branch of the Office of Student Affairs, offers a variety of writing services to the Teachers College community. During private consultations with peer advisors, writers have the opportunity to focus on different aspects of the writing process. The types of assistance often sought include support with brainstorming, organizing, drafting, and revising. The Graduate Writing Center also offers workshops throughout the year on topics such as academic writing, concept mapping, outlining, and researching and writing literature reviews. The mission of the Graduate Writing Center is to support visitors' development as writers, rather than serve as a proofreading or editing service.

For more information please contact the Graduate Writing Center at (212) 678-3789 or email [writingcenter@tc.edu](mailto:writingcenter@tc.edu).

## International Services

Teachers College has a long history of welcoming international students, scholars and faculty to our academic and social community. Currently, over 1300 students and scholars from over 80 countries are enrolled at all degree levels and in every department. The Office of International Services (OIS) provides extensive orientation and intercultural programs throughout the year; information on responsibilities, benefits and alternatives under immigration laws and regulations; counsel on personal, financial, cultural, academic and other concerns; and campus-wide international awareness events. The OIS staff also assists students in contacting campus and community resources when appropriate. In addition, OIS provides visa and orientation services for international visiting scholars, visa services for non-immigrant staff, resources for international visitors and assistance to the College community on regulatory compliance and other international issues and concerns. The office is located in L5 Whittier Hall; (212) 678-3939. Interested individuals can contact the staff by email at [tcintl@tc.columbia.edu](mailto:tcintl@tc.columbia.edu). In addition, prospective, admitted and current students are encouraged to go to [www.tc.edu/international](http://www.tc.edu/international) for up-to-date information.

## Individuals with Disabilities

The Office of Access and Services for Individuals with Disabilities (OASID) strives to ensure that programs and services at Teachers College are physically, programmatically, and attitudinally

accessible to members of the TC community with disabilities. Equal access is achieved through an individualized response addressing the needs of persons with conditions including but not limited to vision impairments, mobility impairments, deafness/hearing loss, chronic medical conditions and/or learning disabilities that affect

one or more academic activities. Members of OASID staff are available to meet with, facilitate accommodations, and to advocate on behalf of students with disabilities. For more information call (212) 678-3689, (212) 678-3853 (V/TTY), (646) 755-3144 (video phone), email [oasid@tc.columbia.edu](mailto:oasid@tc.columbia.edu), or visit our website at [www.tc.edu/oasid](http://www.tc.edu/oasid).

## Recreation and Fitness

Directly across the street from Teachers College is the Columbia University Marcellus Hartley Dodge Physical Fitness Center, an indoor sports and exercise facility open to our students. The center features two full-size gymnasiums, a swimming pool, 16 squash and handball courts, fully equipped exercise and weight rooms, a judo-karate room, fencing room, wrestling room, indoor track, and saunas.

## Career Education & Professional Development

Teachers College Career Education and Professional Development educates students and alumni utilizing an integrated learning experience to prepare students/alumni for diverse lives in local and global communities. All professional staff at CEPD embrace TC student Affairs Core Values which include Accessibility, Accountability, Community, Diversity, Excellence, Inclusion.

Whether you are entering a new field, advancing within your current profession, or changing directions, we will help you identify and develop the skills and resources needed to achieve your career goals.

- **CAREER COUNSELING:** CEPD offers individual counseling appointments, either in person or by phone, to assist TC students and alumni with their career development needs.
- **CANVAS CAREER COURSE:** Virtually participate in CEPDs core workshops (Resume/Cover Letter Writing, CV/Cover Letter Writing, General Interviewing, Job Search/Networking/Social Media, Salary Negotiation), available 24/7!
- **TCCS LINK (ONLINE CAREER DEVELOPMENT RESOURCE & JOB DATABASE):** Promotes career opportunities and recruitment initiatives to TC students and alumni. Search full and part-time job openings, internships, volunteer and fellowship opportunities; view and register for career programs, career fairs, on-campus interviews and employer information sessions; receive messages regarding upcoming career services events, and create job agents. Access TCCS LINK through My TC Portal.
- **CEPD on My TC Portal:** Within the portal, select the TC Services tab. The Career Education & Professional Development section is located on the right hand side of the page. The following resources are available within this section: Go to TCCS LINK, Going Global, and Online Career Development Resources.
- **DOCUMENT REVIEW:** TC students and alumni can have their cover letter/resume/curriculum vitae (CV)/personal statement reviewed either in-person or by phone. Those individuals applying for further graduate education may also utilize services for application document review.
- **PEER LABS:** Collaborative student review sessions supervised by members of the CEPD staff, providing TC students and alumni with an opportunity to have questions answered and documents peer reviewed.
- **MOCK INTERVIEWS:** These sessions provide TC students and alumni with a forum to practice their interview skills and receive feedback about how to improve their performance for the actual employer interview.
- **PROGRAMS AND EVENTS:** Offerings include career development workshops and panels, career fairs, networking events/nights and employer information sessions.
- **CEPD WEBSITE:** Learn about the services and resources offered, programs and events, industry specific websites and key professional associations; access job search, interview, industry, salary negotiation, and social media guides and tip sheets as well as resume, CV and cover letter writing guides and samples; and review the TC Graduate Survey Report. Visit our website at [www.tc.edu/careereducation](http://www.tc.edu/careereducation)

- **SOCIAL MEDIA:** Learn the benefits of using social media such as LinkedIn and Facebook for networking and job search. Follow CEPD on Facebook, Twitter and LinkedIn.
- **LINKEDIN GROUP:** Follow our page and create a professional network with TC students and alumni, learn about programs and events, and pose industry questions and comments.

We encourage you to come visit our office so that you can start your career development journey. Career Education & Professional Development is located in 44 Horace Mann, (212) 678-3140, [careereducation@tc.columbia.edu](mailto:careereducation@tc.columbia.edu).

## Office of Public Safety

### Office of Public Safety and Environmental Health & Safety

Teachers College maintains a full service proprietary Office of Public Safety and Environmental Health & Safety charged with providing a safe and secure environment in which College community members can enjoy the Teachers College experience. Public Safety staff members work 24 hours a day, seven days a week providing security for both the academic and the residential buildings on campus. Environmental Health & Safety (EH&S) staff members work extended business hours and are on-call for special projects and events.

The administrative office for the Public Safety Team is located in Whittier Hall, Suite 1A. The office is open during normal business hours, Monday through Friday, from 9:30 A.M. to 5:00 P.M. The phone number for the administrative office is (212) 678-3340.

The Public Safety Central Information Center (CIC) is located in the Whittier Hall lobby and is open 24 hours a day, seven days a week. The phone number for the CIC is (212) 678-3220. The phone number to report campus emergencies is 212.678.3333, or 3333 from any on-campus phone line.

The administrative office for the Environmental Health & Safety Team is located in the Zankel Building, Room 31. The office is open extended business hours Monday through Friday, from 7:00 A.M. to 5:00 P.M. The phone number for the administrative office is (212) 678-8164.

The Public Safety Team enforces laws, rules and regulations on campus; controls access to the campus; deters and investigates crime (in cooperation with the New York City Police Department); leads the College *Crisis Management Plan*; leads the College *Campus Safety Advisory Committee*; coordinates key provisions of the College *Business Continuity Plan*; leads the College *Policies and Guidelines for the Supervision of Minors on Campus*; supervises special events; leads the College *Behavioral Threat Assessment Team*; and provides general information for visitors and members of the College community. The Team provides community education in crime prevention, personal safety, and fire safety. The Team manages a technically advanced system of electronic access control, closed circuit television cameras, and emergency alarm systems. Members of the Public Safety Team provide emergency medical assistance, and emergency response to conditions of fire and smoke.

Uniformed Public Safety Officers are licensed by the State of New York; certified as New York City Fire Safety Directors; certified in First Aid, CPR, in the operation of Automatic External Defibrillators (AED), and in administering naloxone for opiate overdose. The Public Safety Team works in partnership with the Environmental Health & Safety Team, and the two teams share resources and responsibilities to promote a safe and healthful environment for all members of the College community.

The Environmental Health & Safety (EH&S) Team assists the Teachers College Community in promoting a safe and healthful environment. The EH&S Team provides critical expertise, technical assistance, education, and hazard assessments for the community.

The EH&S Team offers a broad range of services and actively partners with faculty, staff, and students to ensure a safe work and study environment, and compliance with College policy and with applicable regulations of local, State, and federal regulatory agencies covering a wide range of environmental and workplace safety best

practices. Teachers College is proud of its excellent safety record and is committed to continuing to provide a safe and healthful environment for its students, staff, faculty, and guests.

The Teachers College Office of Public Safety and Environmental Health & Safety, prepares an Annual Campus Security and Fire Safety Report. This report contains important information for the Teachers College Community and is prepared in accordance with the federal Campus Security Act, and the New York State Education Law Articles 129A and 129B. The most current version of the Teachers College Annual Campus Security and Fire Safety Report may be found at: <http://www.tc.columbia.edu/security/AnnualReport>. Paper copies of the Annual Campus Security and Fire Safety Report are available from the administrative office of the Public Safety Team, in Suite 1A, of Whittier Hall.

Office of Public Safety and Environmental Health & Safety Directory:

**Emergency – extension 3333 from any on-campus phone, or 212.678.3333 from any phone**

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**John DeAngelis**

AVP Office of Public Safety, and Environmental Health & Safety

Email: [deangelis@tc.columbia.edu](mailto:deangelis@tc.columbia.edu)

Phone: 212-678-4180

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**Patrick Mathelier**

Director, Environmental Health & Safety Team

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Senior Associate Director, Administration & Systems, Public Safety Team

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**Malissa Garner**

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Email: garner@tc.columbia.edu



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**Gary Lord**

Lieutenant, Operations, Public Safety Team

Email: gal11@tc.columbia.edu

Phone: 212.678.3220

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**Public Safety Officers**

Dennis Chambers

James Kearney

Josue Rosario

Duamatef Hensekh

Julio Mendez

Elsie Legrand

Wagner Blackshaw

David Jones

Linda Thomas

Luis Cruz

Zacchaeus Jaurey

Frederick Awity

Elihu Anderson

Douglas McCartney

Claude Coleman

Edward Smyth

Cheryl Wall-Robinson

Felipe Naves

Tariq Simmons

Robert Coapman

Reynaldo Medina

Ronald Chambers

Adam Gullo

Patrick McDaniel

Sherry Simmons

Daniel Smith

Jill Giunta

Anthony Gordon

Marlon Todd

Angela Nelson

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Public Safety Team Website: <http://www.tc.columbia.edu/administration/security/>

EH&S Team Website: <http://www.tc.columbia.edu/environmentalhealth/>

Email: [officeofpublicsafety@tc.columbia.edu](mailto:officeofpublicsafety@tc.columbia.edu)

## Other Services

Additional services available to students include the Teachers College Cafeteria, Security Information Desk, Psychological Counseling Services, the Rita Gold Early Childhood Center, and ATM.

# Housing at Teachers College

## Residential Services At Teachers College

The Office of Residential Services extends a warm welcome to you as you consider joining our residential community.

The Office of Residential Services at Teachers College, Columbia University, complements the institutional mission of the College by striving to provide housing that is convenient, clean, and safe for campus residents, their families and guests. The department is committed to creating a stimulating, inclusive, and caring environment that supports the out-of-classroom experience and enhances intellectual, personal, and professional development. We collaborate with other campus departments to meet the unique needs of our graduate student population and provide uncompromising quality, innovation, and continuous improvement in a multicultural community.

Teachers College has approximately 650 spaces available for single students and 75 apartments for students with families. Bancroft, Grant, Sarasota and Whittier Halls are historic buildings similar to other early 1900's New York City apartment-style buildings. Our newest building, 517 West 121st, opened in the fall 2004 semester, and Bancroft was renovated in summer 2015.

### Eligibility for Housing

In order to be eligible to live in student housing, students must be enrolled in a degree program at Teachers College and registered for 1 credit during the fall and spring semesters. To maintain eligibility to renew the housing contract past mid-May, residents must be enrolled and registered for a minimum of 9 credits or equivalent each semester (fall and spring). Two-thirds of each semester's credits (6 points per term) must be earned course credits (i.e. not Certificates of Equivalency). Semester courses that are defined by the Registrar as full-time, qualify a resident for full-time status.

Housing Contracts extend for one calendar year, beginning with the summer term. Residents beginning occupancy in the summer must be enrolled and registered for a minimum of 1 credit during the respective summer term. Any resident who completes 18 credits during the fall and spring semesters combined (or 9 credits during the spring semester for students who begin residency in the spring) is not required to register for summer sessions and may remain in the residence hall, but must re-enroll for the upcoming fall semester and live in Teachers College housing for the upcoming fall semester.

To remain eligible for summer housing if a resident is vacating in the summer (at the conclusion of Summer A or Summer B) the resident must be enrolled for the summer or have documentation from the College demonstrating an affiliation with the College during the summer. If the resident is teaching in public schools or has dependents in public schools, the resident is permitted to remain in housing until the conclusion of Summer A.

Full-time employees of Teachers College are not eligible for on-campus housing. Residents who become Teachers College full-time employees are not eligible for Teachers College housing, and will be required to vacate Teachers College housing at end of the current contract period.

### When to Apply for Housing

Housing offers are based on availability of units, geographic priority, and date of receipt of application. Applicants outside a 30-mile radius of the Teachers College campus have the highest priority for housing. To complete an application you should visit our website at [www.tc.edu/housing](http://www.tc.edu/housing) and complete our online housing application.

An application for housing can be submitted as soon as a Teachers College applicant is admitted. It is recommended to apply as early as possible. Housing applications will only be considered once the admissions deposit has been paid. Unfortunately, given the limited number of spaces available, we may be unable to

accommodate all requests for housing.

### Housing Assignments

Students will be notified by the Office of Residential Services of their housing status on a bi-weekly basis when offers commence for the semester for which they have applied. Notification that a housing space is available will be accompanied by instructions about how to select an available room and sign the housing contract, which is done through the myTC portal. A non-refundable \$750 reservation fee is required to hold the space. This fee will be credited to a student's account upon move-in, and may be used to pay for the semester housing charges.

There is a transfer period twice per year in which students may request a change of assignment. Students may choose to exercise the transfer option if they are unsatisfied with their original assignment.

Applications will be processed beginning (dates approximate):

- *May 15th: Fall Term*
- *November 15th: Spring Term*
- *March 15th: Summer A Term*
- *April 15th: Summer B Term*

Once offered an assignment in Teachers College housing, the housing application may not be deferred to another semester. Hence, the applicant would need to submit a new housing application and fee for the desired semester. The Office of Residential Services must be notified via e-mail if a student decides to defer an application. A housing application may be deferred for a maximum of one year, provided an assignment was never offered.

### Important Information

- Students may submit an application for housing once they are admitted, even if they have not yet paid their admission deposit. No offer for housing, however, will be made until students have paid the Admission deposit, as established by the Office of Admission.
- Individuals interested in summer-only housing should visit our website at [www.tc.edu/housing](http://www.tc.edu/housing) for a Summer Conference Housing application.
- Students are responsible for notifying the Office of Admission (if an incoming student) or the Office of Registrar (if a continuing student) of any changes in mailing address, telephone number, and/or email address.

## Single Student Housing Info

Three buildings are available for single-student housing. They are Bancroft Hall, Whittier Hall and 517 West 121st.

*Bancroft Hall* is located at 509 West 121st Street. It was constructed in 1910 and completed a full renovation in 2015. There are three types of housing options for single students in this residence hall, including one-bedroom apartments and shared apartments (two and three bedrooms). All assignments include a private bedroom. Room sizes vary in all accommodation types.

*Whittier Hall* is located at 1230 Amsterdam Avenue (at the corner of 120th Street) and was constructed in 1901. There are several different types of housing accommodations offered in this residence hall. All assignments include a private bedroom. Room sizes vary in all accommodation types.

In the single rooms, kitchen and bathroom facilities are shared by approximately 20 students. Suites are self-contained units with three to six private bedrooms. Residents of suites share a kitchen, bathroom, and common area. Studios, one- and shared-two-bedroom apartments all have a private bathroom and kitchen. Microwaves are provided for students in suites, studios, and one- and shared-two-bedroom apartments. A microfridge (a microwave attached to a refrigerator unit) is provided in the single rooms.

517 West 121st opened in the fall 2004 semester. The building contains 252 units. Some have private kitchenettes, while most units share community kitchens which are distributed throughout the building. The efficiency units are approximately 200 square feet in size, and each one contains a private bathroom.

All single student housing units are fully furnished. Residents must, however, provide their own linen, cooking utensils, and other household items. All units come with cable TV service, and wired and wireless internet.

### Single Student Housing Average Semester Rates

#### (2018–2019 Academic Year)

##### *Bancroft Hall*

- One Bedroom: \$10,395-\$10,992
- Two Bedroom Share: \$6,266-\$7,193
- Three Bedroom Share: \$6,140-\$6,641

##### *517 West 121st*

- Efficiency: \$8,384-\$8,698
- Studio\*: \$9,734-\$10,170

##### *Whittier Hall*

- Single Room: \$4,476-\$5,922
- Suite Room: \$5,013-\$6,037
- Single Room with private bathroom\*: \$5,917-\$6,316
- Studio\*: \$7,354-\$9,710
- Two Bedroom Share\*: \$6,270
- One Bedroom\*: \$9,639

\*Limited availability

Please note: Rates are subject to change and typically increase 4-6% each year.

## Family Housing Info

Family housing is available for both traditional and non-traditional families. To be eligible for family housing, students must demonstrate that the applicant and the individual(s) with whom the applicant is applying to reside share a qualifying family relationship. Qualifying family relationships under current policy include the following: (a) marriage, (b) presence of minor or dependent child(ren), or (c) domestic partnership (a long-term relationship between the two adults). Relationships that do not qualify for family housing status include: parents, grandparents or siblings of applicants, other than a minor sibling for whom the resident is the legal guardian.

### Documentation of Family Status

All persons applying for family housing must submit proper documentation along with their application. The following are acceptable forms of documentation:

1. Copy of a current marriage certificate.
2. In the case of a single parent, birth certificate(s), adoption papers, or other appropriate documentation of legal guardianship.
3. Notarized affidavit declaring that the applicants share a domestic partnership.

The approved affidavit form is included in the application.

Those who apply as Domestic Partners must include one of the following along with the signed affidavit:

1. Copy of a joint lease naming and signed by both applicants and their landlord;
2. Joint tax returns for one calendar year immediately preceding the application;

3. Notarized letter on bank letterhead signed by a bank officer indicating a joint saving and/or checking account for at least one calendar year;
4. Affidavit of Domestic Partnership from New York City or any city, which registers unmarried couples who are in a committed, ongoing family relationship.

### Family Housing Options

Teachers College maintains three family housing apartment buildings: Bancroft, Grant, and Sarasota Halls.

*Bancroft Hall*, located at 509 West 121st Street, is an eight-story residence hall with approximately 100 apartments. Each apartment has a bathroom, living room/ dining room area, kitchen, and bedroom(s). The front apartments face 121st Street. The rear apartments face a courtyard, which connects Bancroft to Grant and Sarasota Halls. A security officer is on duty 24 hours a day at the Bancroft Hall front desk. Bancroft Hall completed a major renovation in 2015. Housing rates vary according to the size and location of the apartment. Electricity, heat and hot water are provided at no additional cost. Wireless internet and cable TV service are included in the housing rates. All apartments come fully furnished.

*Grant and Sarasota Halls*, located at 514 and 512 West 122nd Street, respectively, are six-story buildings with four one-bedroom apartments on each floor. The two front apartments have an entry foyer, living room, bedroom, kitchen, and bathroom. The two rear apartments have a long hallway with the bedroom, kitchen, bathroom, and living room opening into the hallway. Housing rates vary according to the size and location of the apartment. Residents must pay monthly electric charges. Heat and hot water are provided at no additional cost. Internet and cable TV service are included in the housing rates. All apartments come fully furnished.

### Family Housing Average Semester Rates

#### (2018–2019 Academic Year)

##### *Bancroft Hall*

- One Bedroom: \$10,992-\$11,469
- Two Bedroom: \$12,546

##### *Grant and Sarasota Halls*

- One Bedroom: \$9,126-\$11,220

Please note: Rates are subject to change and typically increase 4-6% each year.

## Residence Halls at a Glance

	Bancroft Hall	Sarasota Hall	Grant Hall	Whittier Hall	517 West 121st (New Residence Hall)
<b>Population</b>	Family housing and single-student housing	Family housing	Family housing	Single-student housing	Single-student housing
<b>Location</b>	509 West 120th Street (between Broadway and Amsterdam)	512 West 122nd Street (between Broadway and Amsterdam)	514 West 122nd Street (between Broadway and Amsterdam)	1230 Amsterdam Avenue (between 120th and 121st Streets)	517 West 121st Street (between Broadway and Amsterdam)
<b>Capacity and Layout</b>	20 one-bedroom apartments, 29 two-bedroom shares and 8 three-bedroom shares for single students; 15 one-bedroom apartments and 23 two-bedroom apartments for families	24 one-bedroom apartments; 4 apartments total per floor	24 one-bedroom apartments; 4 apartments total per floor	350 residents; approximately 35 residents per floor; single, suite, one-bedroom apartment, two-bedroom shared apartment, and small and large studio options	237 residents; approximately 10 units per floor; efficiency and studio options

<b>Furnishings - All units are furnished</b>	All units: desk with hutch, desk chair, sofa/loveseat, easy chair, dining table and chairs, extra-long full bed in one-bedroom apartments and in the A bedroom of larger apartments and extra-long twin bed in additional bedrooms, dresser, refrigerator, electric stove/oven	All units: desk, desk chair, lamp, sofa/loveseat, easy chair, dining table and chairs, full extra-long bed, 2 dressers, refrigerator, electric stove/oven	All units: desk, desk chair, lamp, sofa/loveseat, easy chair, dining table and chairs, full extra-long bed, 2 dressers, refrigerator, electric stove/oven	All units: twin bed, desk, desk chair, wardrobe/closet, dresser, lamp; Single rooms: microwave, small refrigerator; Large and Small Studios, one-bedroom apartment, and two-bedroom shares: kitchenettes, microwave, small refrigerator	All units: desk, desk chair, dresser, bookshelf, microwave, refrigerator. Efficiencies: extra-long twin bed and Studios: stove/oven and extra-long full bed
<b>Kitchen Facilities</b>	Private kitchen in each apartment	Private kitchens	Private kitchens	Single units: community kitchens; small and large studios, and one-bedroom apartments: private kitchenettes; two-bedroom and suites: shared kitchen	Studios: private; Efficiencies: community kitchens (every other floor)
<b>Bathroom Facilities</b>	Private bathroom in each apartment	Private bathrooms	Private bathrooms	Single units: community bathrooms; small and large studios, and one-bedroom apartments: private bathrooms; two-bedroom: and suites: shared bathroom	Private bathrooms
<b>Study and Community Spaces</b>	Lounge on the first floor, fitness room in basement	Residents may use any community space in any residence hall	Residents may use any community space in any residence hall	Computer room with internet connection; study & TV lounges and a fitness room	Computer room/study lounge with internet connection, TV lounge, fitness room and courtyard area
<b>Laundry</b>	Credit/Debit Card and coin-operated washers and dryers	Credit/Debit Card and coin-operated washers and dryers	Credit/Debit Card and coin-operated washers and dryers	Credit/Debit Card and coin-operated washers and dryers	Credit/Debit Card and coin-operated washers and dryers
<b>Air Conditioning</b>	Each apartment will be provided one air conditioner for the common area. Residents desiring additional units will rent from a TC approved vendor.	Non-air conditioned. Residents will rent from a TC approved vendor.	Non-air conditioned. Residents will rent from a TC approved vendor.	Non-air conditioned. Residents will rent from a TC approved vendor.	Central; individually regulated thermostats. electricity surcharge included in housing charge
<b>Telephone</b>	Each unit has an assigned phone number to allow calls within TC	Each unit has an assigned phone number to allow calls within TC	Each unit has an assigned phone number to allow calls within TC	Each unit has an assigned phone number to allow calls within TC	Each unit has an assigned phone number to allow calls within TC
<b>Cable TV</b>	Included	Included	Included	Included	Included
<b>Internet</b>	High-speed data connectivity and wireless (Wi-fi)	High-speed data connectivity and wireless (Wi-fi)	High-speed data connectivity and wireless (Wi-fi)	High-speed data connectivity and wireless (Wi-fi)	High-speed data connectivity and wireless (Wi-fi)
<b>Mail and Packages</b>	Mail delivery by USPS; package pick-up at Residential Mailroom (Whittier Hall)	Mail delivery by USPS; package pick-up at Residential Mailroom (Whittier Hall)	Mail delivery by USPS; package pick-up at Residential Mailroom (Whittier Hall)	Mail sorted by staff; package pick-up at Residential Mailroom (Whittier Hall)	Mail sorted by staff; package pick-up at Residential Mailroom (Whittier Hall)
<b>Security</b>	24-hour security desk; swipe card access to building	Swipe card access to building with 24 hour monitored cameras	Swipe card access to building with 24 hour monitored cameras	24-hour security desk; swipe card access to building	24-hour security desk; swipe card access to building

## Contact Information

**Location:** 1230 Amsterdam Avenue, Whittier 1B (between 120th and 121st Streets)

**Mailing Address:** Office of Residential Services, 525 West 120th Street, Box 312, New York, NY 10027

**Phone:** (212) 678-3235

**Fax:** (212) 678-3222

**Email:** [housing@tc.columbia.edu](mailto:housing@tc.columbia.edu)

**Website:** [www.tc.edu/housing](http://www.tc.edu/housing)



# Academic Resources and Services

## Research and Service Centers and Institutes

These are the active Research and Service Centers and Institutes at Teachers College.

- Center on Chinese Education : <http://www.tc.edu/coce>
- Center for African Education : <http://www.tc.edu/centers/cae>
- Institute of Higher Education
- Institute on Education and the Economy : <http://www.tc.columbia.edu/iee/>
- Center for Analysis of Postsecondary Education and Employment (CAPSEE) : <http://capseecenter.org/>
- Consortium for Policy Research in Education : <http://www.cpre.org/>
- Center on History and Education : <http://www.tc.columbia.edu/che/>
- Sexuality, Women, and Gender Project : <http://www.swgproject.org>
- The Laurie M. Tisch Center for Food, Education & Policy : <http://www.tc.edu/tisch>
- Center for Technology and School Change : <http://ctsc.tc.columbia.edu>
- Institute for Urban and Minority Education : <http://iume.tc.columbia.edu/>
- Reading and Writing Project : <http://rwproject.tc.columbia.edu/>
- Dean Hope Center for Educational and Psychological Services : <http://www.tc.columbia.edu/deanhope/>
- Rita Gold Early Childhood Center : <http://www.tc.edu/ritagold>
- National Center for Children and Families : <http://www.policyforchildren.org>
- Center for the Professional Education of Teachers : <http://www.tc.edu/cpet>
- Campaign for Educational Equity : <http://www.tc.columbia.edu/equitycampaign/>
- Edward D. Mysak Clinic for Communication Disorders : <http://www.tc.columbia.edu/mysak>
- Center for Cost-Benefit Studies of Education : <http://cbcse.org/>
- National Center for the Study of Privatization in Education : <http://www.tc.columbia.edu/ncspe/>
- Klingenstein Center for Independent School Leadership : <http://www.klingenstein.org>
- Assessment and Evaluation Research Initiative : <http://www.tc.edu/aeri>
- Elbenwood Center for the Study of the Family as Educator : <http://www.tc.edu/elbenwood/>
- Resilience Center for Veterans and Families : <http://www.tc.columbia.edu/resiliencecenter/>
- The Cahn Fellows Program for Distinguished Public School Principals :  
<http://www.tc.columbia.edu/centers/cahnfellows/>
- National Center for Restructuring Education, Schools, and Teaching : [www.tc.edu/ncrest](http://www.tc.edu/ncrest)
- Hechinger Institute on Education and the Media : <http://www.hechingerreport.org>
- Center for Opportunities & Outcomes for People with Disabilities :  
<http://www.tc.columbia.edu/centers/oopd>
- Center for Understanding Race in Education
- The Hollingworth Center : <http://www.tc.edu/hollingworth>
- Center for Professional Education for Teachers : <http://www.tc.columbia.edu/cpet>
- Center for Cerebral Palsy Research : <http://www.tc.edu/centers/cit>
- Institute for Learning Technologies : <http://www.ilt.columbia.edu>
- Cowin Financial Literacy Initiative : <http://lootinc.tc.columbia.edu/>
- International Center for Cooperation and Conflict Resolution : <http://www.tc.edu/icccr>
- National Center for Postsecondary Research : <http://www.postsecondaryresearch.org>
- Secondary Literacy Institute : <http://cpet.tc.columbia.edu>
- Center for International Foreign Language Teacher Education : <http://www.tc.columbia.edu/arts-and-humanities/tcsol-certificate/>
- Center for Multiple Languages and Literacies : <https://tc-cml.org/>
- Center for the Analysis of Postsecondary Readiness (CAPR) : <http://postsecondaryreadiness.org/>
- Community College Research Center : <http://ccrc.tc.columbia.edu/>

# The Gottesman Libraries

The Gottesman Libraries at Teachers College offer a diverse set of information services to meet the needs of faculty and students in all programs of the College. The library staff is dedicated to helping patrons find and use the information that they need for all of their academic work, including self-directed learning utilizing resources of the library and beyond. In addition, both online and on-site services and facilities are organized to support the production of new intellectual materials for education, research, and development.

## The Library Collections

The Gottesman Libraries house one of the nation's largest research collections in education. The collection is comprehensive in American elementary and secondary education, and in such subject areas as art and design, psychology, particularly applied psychology, educational administration, education policy, the history and philosophy of education, guidance, special education, higher and adult education, speech and language pathology and audiology, health and nursing education, nutrition, curriculum and teaching, communications and computing technology, recreation, and international and comparative education. Research resources in printed, non-printed, and electronic formats include all important reference works; a wide selection of monographs; extensive journals; and major indexing and abstracting services. PocketKnowledge, the digital archive of Teachers College, holds the archives of the College as well as the papers of faculty, students, alumni, and major offices.

## Online Services

The library's online site, accessible from the Teachers College homepage, is the focal point for a growing array of library services that support instruction and research at the College. The website combines news and information, access to local and remote databases, and exhibits that showcase the accomplishments and contributions of notable Teachers College persons and programs, particularly as they relate to or are reflected in library collections and archives. Through advances in electronic information resources and global networks, library users have access to an extensive virtual library, providing the means to search and retrieve a growing percentage of the universe of documents and files. The online public access catalog integrates the library's catalog information with up-to-the-minute circulation, reserve, acquisitions, and serial control information.

## Russell Hall Services

In addition to access to print and electronic collections in Russell Hall, the library provides reserve readings, reference materials, research support, library instruction services, including course-specific instructional support, and assistance in the use of hundreds of online information resources. In addition, the library staff regularly makes use of interlibrary loan and special purchases to provide access to materials not in the library collections.

The library building, Russell Hall, includes individual and group study rooms, wired and wireless internet access, and a full program of events throughout the year. The Library regularly hosts seminars, book talks, musical performances by members of the Teachers College community, and other events. The Library Café at the library entrance offers beverage and snack services during library hours. The Smith Learning Theater on the fourth floor of Russell Hall offers a state-of-art venue for complex teaching, learning, and research activities that combine physical settings, digital components, and content in diverse forms and formats.

## EdLab Tools

The EdLab at the Gottesman Libraries develops tools and materials to support learning at the College and beyond. A single EdLab account provides access to all tools and resources for both members of the Teachers College community and their friends and colleagues not at Teachers College. Sign up for an EdLab account at the EdLab homepage and begin using a growing suite of tools.

## The Columbia Connection

Students at Teachers College have complete access to the collections of the Columbia University library system, one of the nation's top academic libraries, housing nearly twelve million volumes and over 167,000 serial subscriptions. These resources are available online at the library website and at libraries located throughout the Columbia campus.

For further information contact:

The Gottesman Libraries  
Teachers College, Columbia University  
525 West 120th Street, Box 18, New York, NY 10027

Telephone: (212) 678-3494.

## Teachers College Press

Director: Carole Pogrebin Saltz

Established in 1904 as the Bureau of Publications, Teachers College Press is one of the oldest and most distinguished publishers of educational materials in the United States. Since 1965, when the Bureau of Publications became Teachers College Press, its primary purpose has been to publish works that respond to, examine, and confront issues pertaining to education and the educational process. Over the years the publication program has included scholarly and professional works in all areas of education – from early childhood and curriculum to philosophy, teacher education, and critical theory; from assessment and school leadership to parenting, citizenship, and social issues. It now publishes more than 60 titles a year with over 900 titles in print. Among the Press's authors are many of the most distinguished educators from throughout the world, including members of the Teachers College faculty.

## Teacher Education

### Programs

Teachers College offers a wide variety of educational experiences for students at the preservice and in-service levels. Programs are field-based, offering practica, internships, and student teaching. Departments offer, for qualified holders of a bachelor's degree, programs that lead simultaneously to a master's degree and to eligibility for New York State certification for teaching in elementary or secondary schools, as well as for specific subjects and to special populations (see sections below on additional New York State Department of Education (NYSED) requirements for initial teacher certification). Some of these programs also offer New York State teacher certification with a bilingual extension. The programs typically require a minimum of an academic year and a summer term to complete degree requirements. Applicants need not have included courses in education in their undergraduate programs, but inadequate preparation in the proposed teaching field may necessitate additional coursework to meet admission, certification or graduation requirements.

For a complete list of teacher preparation programs, please go to: <http://www.tc.columbia.edu/admissions/areas-of-study/teacher-education-and-teacher-certification/>

### Office of Teacher Education

The Office of Teacher Education (OTE) offers many services at Teachers College, including conducting professional development workshops, providing information regarding certification, New York State Teacher Certification Exams, and other key information related to student teaching in addition to other requirements.

Most importantly, OTE oversees and manages the certification process, recommending candidates for certification once all institutional and NYS requirements are met.

### **Student Teaching and Observation**

Candidates for initial certification must complete a student teaching experience. This experience may be at one or two settings based on requirements set by NYSED. The student teaching experiences are structured to enable each student teacher to gradually develop pedagogical competence and skill, and typically begin with observation of an experienced cooperating teacher with incremental assumption of responsibility as the term progresses. The College provides on-site supervision so as to ensure that students are well-supported during this component of their teacher preparation program.

Student teachers are required to obtain a clearance letter before commencing student teaching and to carefully review the "Student Teaching Handbook." A general orientation to student teaching is offered by OTE in the beginning of each semester. Please go to [www.tc.edu/ote](http://www.tc.edu/ote) for a full list of workshops, packets, and handbooks. Hard copies of all items are also available at the Office of Teacher Education in Zankel 411.

### **New York State Certification**

Teachers College has an array of programs that upon successful completion lead to an institutional recommendation for New York State Certification at the initial or professional level. Students enrolled in programs that lead to New York State Certification are responsible for becoming knowledgeable about New York State Certification requirements and regulations. *The New York State Education Department (NYSED) mandates teacher certification requirements that are needed for program completion and graduation. These requirements are listed below.*

*General Core in Liberal Arts and Sciences.* NYSED requires that all students seeking initial and professional certification complete coursework in Mathematics, Science, English, History, and Foreign Language. The number of credits that candidates must complete in these areas varies, depending on certificate title and grade level. For more information about these general core liberal arts and sciences requirements, please contact the Office of Teacher Education at 212.678.3502 or go to the Office of Teacher Education Website at [www.tc.edu/ote](http://www.tc.edu/ote).

*Content Core.* NYSED specifies general content core requirements according to the certification area. For example, students in the MA program in Mathematics that leads to initial certification (7-12) are required to be Mathematics majors at the undergraduate level or hold 30 credits in pure mathematics. For more information about these content core requirements, please refer to the NYSED website <http://www.highered.nysed.gov/tcert/>, the Office of Teacher Education Website at [www.tc.edu/ote](http://www.tc.edu/ote) or call the OTE Office at 212.678.3502.

*Child Abuse Identification Workshop.* Students may fulfill this requirement at Teachers College by taking a workshop offered through Continuing Professional Studies (CPS) in collaboration with the Office of Teacher Education. For a list of dates and times, please go to the CPS Website at [www.tc.edu/cps](http://www.tc.edu/cps). Students may also fulfill this requirement at Teachers College by taking HBSS4116, Health Education for Teachers, which is offered by the Department of Health and Behavior Studies. Alternatively, students may opt to take an on-line or in-person workshop offered by approved NYSED vendors. For information about these workshops, please go to <http://www.op.nysed.gov/training/caproviders.htm>.

*School Violence Intervention and Prevention Workshop.* Students may fulfill this requirement at Teachers College by taking a workshop offered through Continuing Professional Studies (CPS) in collaboration with the Office of Teacher Education. For a list of dates and times, please go to the CPS Website at [www.tc.edu/cps](http://www.tc.edu/cps). Students may also fulfill this requirement at Teachers College by taking HBSS4116, Health Education for Teachers, which is offered by the Department of Health and Behavior Studies. Alternatively, students may opt to take an on-line or in-person workshop offered by approved NYSED vendors. For information about these workshops, please go to [http://www.p12.nysed.gov/sss/ssae/schoolsafety/save/SVPIWP\\_location.html](http://www.p12.nysed.gov/sss/ssae/schoolsafety/save/SVPIWP_location.html).

*Dignity for All Students Act (DASA) Workshop.* Students may fulfill this requirement at Teachers College by taking a workshop offered through Continuing Professional Studies (CPS) in collaboration with the Office of Teacher Education. For a list of dates and times, please go to the CPS Website at [www.tc.edu/cps](http://www.tc.edu/cps). Students may also fulfill this requirement at Teachers College by taking HBSS4116, Health Education for Teachers, which is offered by the Department of Health and Behavior Studies. **This course may be offered on-line; however, to fulfill the DASA requirement, students must complete 3 hours of in-person preparation.** In addition, a list of NYSED approved providers is available at <http://www.highered.nysed.gov/tcert/certificate/dasa-applicant.html>.

*Autism Workshop (only for students seeking certification in special education/teaching students with disabilities).* Students fulfill this requirement at Teachers College by taking a course specified by their programs.

*New York State Teacher Certification Exams (NYSTCE):* Please see the chart below for exams required by certificate type.

Initial Teaching	<ul style="list-style-type: none"> <li>• Educative Teacher Performance Assessment (edTPA)</li> <li>• Educating All Students Test (EAS)</li> <li>• Content Specialty Tests (CST)</li> </ul>
Initial School Building Leader	<ul style="list-style-type: none"> <li>• School Building Leader Assessment (SBL) Part I &amp; Part II</li> <li>• Educating All Students Test (EAS)</li> </ul>
Professional School Building Leader	<ul style="list-style-type: none"> <li>• School District Leader Assessment (SDL) Part I &amp; Part II</li> <li>• Educating All Students Test (EAS)</li> </ul>

For more information regarding NYSTCE exam registration and schedules please see the NYSTCE website at: <http://www.nystce.nesinc.com/>.

For more information regarding NYSED exam requirements by certificate title and grade level, please see the NYSED website at: <http://eservices.nysed.gov/teach/certhelp/CertRequirementHelp.do>.

Please note that Teachers College programs lead to New York State certification. If you would like to seek certification in another state, please contact that state's Department of Education regarding requirements.

### Applying for Certification

Students who are in programs leading to teacher certification must complete a two-step process.

Step 1: Create a NYSED TEACH account, and apply and pay for the teaching certificate(s) via the NYSED TEACH online system at: [www.highered.nysed.gov/tcert](http://www.highered.nysed.gov/tcert).

Step 2: Submit a completed Institutional Recommendation Data Form (IRDF) to OTE. The IRDF can be found on the OTE website at: <http://www.tc.columbia.edu/office-of-teacher-education/office-of-teacher-education/certification/institutional-recommendation/>.

In addition to completing this form, students must provide proof of completion of all General Core in Liberal Arts and Sciences requirements (listed above), submit official non-TC transcripts (undergraduate and graduate) and proof of completion of the three (3) required workshops. Once all requirements have been met, and the Office of the Registrar has notified OTE that candidates have been cleared for graduation, TC's Certification Officers will electronically submit the institutional recommendation for certification.

Students who are in the Literacy Specialist, Reading Specialist or Summer Principals Academy Programs must also provide proof of their Initial Certification. If you have questions about this requirement, please contact the Office of Teacher Education at 212.678.3502 or [ote@tc.columbia.edu](mailto:ote@tc.columbia.edu).

Students who are seeking professional certification must provide proof of their New York State Initial Certificate within the same certificate title. If you have questions about this requirement, please contact the Office of Teacher Education at 212.678.3502 or ote@tc.columbia.edu.

### **Teacher Education Standards at Teachers College**

Consistent with the College's long tradition of serving the needs of urban and suburban schools in the United States and around the world, the vision and purpose of professional education at Teachers College is to establish and maintain programs of study, service, and research that prepare competent, caring, and qualified professional educators (teachers, counselors, psychologists, administrators and others). This vision is based on three shared philosophical stances that underlie and infuse the work we do:

*Inquiry stance:* We are an inquiry-based and practice-oriented community. We and our students and graduates challenge assumptions and complacency, and embrace a stance of inquiry toward the interrelated roles of learner, teacher, and leader in P-12 schools.

*Curricular stance:* Negotiating among multiple perspectives on culture, content, and context, our graduates strive to meet the needs of diverse learners, both students and other adults, in their school communities.

*Social justice stance:* Our graduates choose to collaborate across differences in and beyond their school communities. They demonstrate a commitment to social justice and to serving the world while imagining its possibilities.

### **Expectations of Teacher Education Candidates at Teachers College**

Our candidates are inquirers/researchers who have breadth of knowledge and a variety of tools to ask questions about educational environments. They reflect on and continually evaluate the effects of their choices on others (children, families, and other professionals in the learning community).

*Lifelong Learners:* Our candidates are continually engaged in learning and research. They take responsibility for their professional growth and seek/create learning opportunities for themselves and others.

*Learner-Centered Educators:* Our candidates understand their subject matter/disciplines, learners and learning, and curriculum and teaching. They create learning experiences that foster development and achievement in all students.

*Effective Collaborators:* Our candidates actively participate in the community or communities of which they are a part to support students' learning and well being.

*Advocates of Social Justice and Diversity:* Our candidates are familiar with legal, ethical and policy issues. They provide leadership in advocating for children, families, and themselves in a variety of professional, political, and policy-making contexts.

### **Expectations of Teacher Preparation Programs at Teachers College**

Teachers College programs preparing teachers and other professional school personnel ensure that candidates have the knowledge, skills, and dispositions required for effective teaching. By the conclusion of the program, candidates demonstrate:

*Knowledge and Understanding of:*

- research and inquiry methods and the relationship between research and practice;
- the continuum of lifelong learning and issues of professional concern;
- subject-matter/disciplinary content;
- learners and learning;
- curriculum and teaching;
- processes and strategies of effective communication and collaboration; and

- foundations of democracy, equity, and schooling.

*Skills in:*

- self-critique and reflection;
- use of research and inquiry methods and application of research to practice;
- planning, implementation, and evaluation of professional growth;
- planning, implementation, and evaluation of curriculum/services;
- communication and collaboration; and
- addressing inequalities in the classroom, school and society.

*Dispositions/Commitments to:*

- inquiry and reflection;
- the profession, ethics, and lifelong learning leadership;
- the fullest possible growth and development of all students;
- cooperation and collaboration; and
- social justice and diversity.

### **Peace Corps Fellows Program**

The Elliot and Roslyn Jaffe Peace Corps Fellows Program recruits outstanding cohorts of Returned Peace Corps Volunteer educators who make long-term, professional commitments to teach in New York City's public schools. Since 1985, the program has recruited and trained more than 800 urban educators. As a Paul D. Coverdell Fellows (formerly Fellows/USA) flagship teacher preparation program, we provide partial scholarships covering from 25% to 50% of tuition expenses. Upon completion of our 13-week summer intensive training, new Fellows teach full-time in salaried positions in NYC public schools for a minimum of three years. All related Master's degree requirements are generally completed within two years. We recruit candidates for a variety of grade levels and subject areas. Please check [www.tc.edu/pcfellows](http://www.tc.edu/pcfellows) for more information or call 212-678-6622.

### **Teacher Opportunity Corps**

The Teacher Opportunity Corps (TOCII) program is a New York State Education Department grant funded program designed to increase the number of underrepresented and economically disadvantaged individuals in the teaching profession. Participants are provided with some tuition assistance toward coursework at Teachers College in addition to a stipend. All participants must be a part of a 10 month internship from September-June at one of the partnership schools located near the College in order to receive the tuition points and stipend. The internship is intended to provide different lenses and contexts for supporting diverse students.

### **Teaching Residents at Teachers College (TR@TC2)**

This 18 month intensive, full-time program prepares teachers for public, high-need, urban schools in New York City. With support from the U.S. Department of Education, the Teaching Residents at Teachers College (TR@TC2) program was developed to ensure that teaching residents receive extraordinary preparation and multiple supports, while enrolled in a Master's degree program leading to initial NYS teaching certification. Teaching Residents receive a stipend and a generous scholarship; upon graduation, students benefit from induction support for at least two years, while they fulfill their commitment to teach in a high-need urban school in New York City for a minimum of three years. For more information please visit: [www.tc.edu/teachingresidents](http://www.tc.edu/teachingresidents).

## **Computing and Information Services**

Computing and Information Services (CIS) is a consultative information technology organization responsible for academic and college technology. These services include:

1. Application development and operations
  1. Cloud services
  2. High performance computing (HPC)
2. Classroom technology and event audio visual services

3. Network infrastructure including data, voice, video, wired and wireless networks.
4. Service Desk for students, faculty, and staff
5. Computer labs, video production studios and post production.

The Policy on Acceptable Use of Information Technology Resources at TC is listed on the Policies and Procedures Section of this catalogue and can be found online in the Teachers College Policy Library.

## Email Accounts

Teachers College has established email as the official means of communication with students. Students are required to activate their Columbia University Network ID (UNI) and should follow the Checklist for New Students .

The UNI is also required to log into computers in the student labs, student lounge, and kiosks located in the halls of Teachers College and the myTC portal. The myTC portal also includes access to Columbia libraries and databases, course management systems and TC Apps. TC Gmail accounts are kept for life after graduation. If a student does not register again but does not graduate, the TC Gmail account stays active for 3 more semesters. More information on the Columbia University Network Identifier can be found on the Columbia University Information Technology page: [www.columbia.edu/cuit](http://www.columbia.edu/cuit).

If you are also an employee, please note that any access to employment-related email or other resources is discontinued on the last day of employment for the particular office.

Teachers College expects every student to receive email at their Teachers College email address and to read email frequently and consistently. A student's failure to receive and read College communications in a timely manner does not absolve that student from knowing and complying with the content of such communications. Students may redirect (auto-forward) email sent to their Teachers College email address to another email address, unless they are also employees of the College and have access to confidential College information. *However, students who redirect email from their official College email address to another address do so at their own risk.* If email is lost as a result of forwarding, it does not absolve the student from the responsibilities associated with communications sent to their official College email address.

The complete policy can be viewed at: [Email Use Policy](#).

## Campus Network

Data, voice, and video outlets as well as wireless access are found in every classroom and office on the main portion of the campus. Student residences are served by wired access.

## Teachers College Computing Access

Wireless access is available throughout the academic buildings and in common areas of the student residence halls. Those connecting personal computers to the College network are required to maintain current virus protection and device certificates, which can be done by downloading software from the myTC portal at no cost. They are also required to maintain current security by configuring Windows, Mac OS, IOS, and Android systems for automatic updates.

The Student Computing Support Center in 242 Horace Mann has 70 workstations and consulting support. It provides students with PCs and Macs, software, printers and other peripherals. This laboratory is open daily. The Center's software library includes PC and Mac programs such as MS Office, Adobe Creative Suite (Design Premium), statistical analysis, e.g. SPSS, R (and R Studio) SAS, STATA, EQS, HLM, MPlus, Latent Gold, Matlab, WinSteps/FACETS, NVivo, ArcGIS, Inspiration, Kidspiration, InspireData, Mathematica, Comic Life, Smart Notebook, and Food Processor SQL. McAfee virus protection is licensed by the College for all students, faculty and staff to download for their home computers. Several software applications including MS Office, SPSS, R, Endnote, a bibliographic database program, Matlab, a quantitative analysis program, and NVIVO, a qualitative



analysis program are also available through site licenses for home use. Downloads are accessed via the web at myTC portal. Computer classrooms with workstations at each seat in 345 Macy (see below) are available for open use when not scheduled for instruction.

Email and local websites can also be accessed from the kiosks located in corridors, Everett Lounge, and ground floors of campus buildings.

The Gottesman Libraries have more than 70 public workstations connected to the Internet. An adaptive technology facility is located in 301 Zankel Hall. We are also requiring vendors as of June 2016 to provide the college with Voluntary Product Accessibility Templates (VPATs) in order to meet the minimum requirements for accessibility on the Teachers College campus.

## Teachers College Printing Access

Printers are available for students using the TC printing system in the Student Computing Support Center in 242HM, the computer classrooms in 345 Macy, the Everett Student Lounge, the cafeteria and the Whittier resident Hall 10th floor computer lab. Students can print 20 double sided pages per week at no cost and can purchase additional pages at 5 cents per page black & white and 50 cents per page for color. For volume printing, we recommend using TC Business Services (*located in Zankel 34*).

There are also two Columbia printers located in the Gottesman libraries which provide students with 20 double sided pages per week at no cost (in addition to the Teachers College printing system) with the option to purchase additional pages also at 5 cents per page black & white. For volume printing, we recommend using TC Business Services (*located in Zankel 34*).

## TC Apps

TC Apps is a collection of integrated applications available through a sign-on to myTC. These include Google Apps for Education, Learning management systems Moodle, Canvas and BlackBoard, Mahara for ePortfolios, and Alfresco for managing files.

Other online resources include Qualtrics, an online survey platform which is available to students and faculty for use in creating, administering, and reporting on surveys. CIS provides both video-conferencing and a web-based conferencing application called WebEx, which provides desktop audio and video conferencing along with application sharing for those who can't meet in the same physical space. All members of the community have access to *Lynda.com* for learning a wide range of technology programs, and to Gartner research. The college owns an island called TC Educator in the virtual world of Second Life, where classes are held and simulations and other exciting new pedagogies are being explored (see <http://secondlife.com>). Recordings of College events and other interesting digital content from Teachers College are available through the Apple iTunes U store site (see <http://itunes.tc.columbia.edu>). Class sessions can be recorded through Tegrity lecture capture by request of the instructor to Media Services. Student access to these recordings is through the Learning Management Systems.

## TC Course/Learning Management Systems

Moodle is TC's main course management system, and it is integrated with TC Apps. In addition, the college is experimenting with Instructure's Canvas platform. Systems include features such as syllabi, course materials, announcements, online discussions video and chat sessions. These systems are used by TC onsite and online courses.

## Multi-media Classrooms

All of our 65 classrooms have dedicated equipment such as PC's, Macs, projectors and document cameras. Six classrooms are outfitted with interactive whiteboards, similar to those often found in K-12 classrooms. Many of the rooms are set up with cameras and software for asynchronous, synchronous and collaboration. Mobile multimedia, laptop and iPad carts are available for use in rooms which do not have dedicated equipment.

Several new classrooms were built to provide experimentation spaces with state of the art active learning technologies. The lessons learned through the use of these spaces resulted in the design that is being used for ongoing classroom renovations. The rooms are equipped for video conferencing and lecture capture, with touch LCD panels, and the ability to easily share content among room participants including use of personal mobile devices. There is flexible seating to easily move from lecture to group work, and plenty of white board surfaces including the tables.

## Training

Training workshops are scheduled throughout the year on the use of Google apps and word processing, spreadsheets, social networking media, web publishing, statistical analysis surveys with Qualtrics, and video creation. New workshops focusing on design for online teaching and learning provide a resource for both faculty and students. In addition to workshops, individual and online training using *Lynda.com* is also available. The workshop schedule may be found on the Technology homepage.

## Enrollment Systems

Students are able to register, drop and add classes, check financial aid, academic history and current grades or pay by ACH via the web portal at myTC portal.

## TC Mobile

The new mobile app gives you a single interactive portal for Teachers College services, from the telephone directory to e-mail and course scheduling. Your one mobile place for all things Teachers College. The app is available for IOS and Android devices.

# Policies and Procedures

## Access to Services

### Access to Services

During the academic year, many of the services provided by the College are only available to credit students who are registered during the given semester. This includes, but is not limited to, library privileges and email accounts. Degree students who are not taking courses in the fall or spring semester may register for IND 4000, Master's Candidate or IND 6000, Doctoral Candidate in order to maintain registration. The fee for either IND 4000 or IND 6000 is the current college fee. Registration in IND 4000 is limited to four semesters total, and registration in IND 6000 is limited to six semesters total. During the summer term, email accounts and library access will be granted for students who were registered during the preceding spring term. Access to other services during the summer may vary. Individuals should check with the department providing the service.

Responsible Office: Enrollment Services

Effective Date:

Last Updated: September 2017

## Accreditation

### Accreditation

All Teachers College programs are registered with the New York State Education Department.

Teachers College is accredited by the Middle States Commission on Higher Education.

Teacher preparation and school leadership programs are accredited with the Council for the Accreditation of Educator Preparation (CAEP, formerly NCATE).

A number of academic programs are accredited by specialized accrediting bodies, including:

- American Psychological Association (Counseling Psychology, Clinical Psychology and School Psychology doctoral programs)
- American Speech-Hearing-Language Association (Communication Sciences and Disorders)
- Applied Behavior Analysis International (Applied Behavior Analysis)
- Association for Childhood Educators International (Elementary Inclusive Education)
- Association for Sport and Physical Education (Physical Education)
- Commission on Accreditation for Diabetics Education (Nutrition Education internship)
- Council for Exceptional Children (Special Education programs)
- Council on the Education of the Deaf (Education of the Deaf and Hard of Hearing)
- Educational Leadership Constituents Council (Summer Principals Academy, Urban Education Leaders Program)
- International Reading Association (Literacy Specialist)
- International Society for Technology in Education (Technology Specialist)
- Masters in Counseling Accreditation Council (Psychological Counseling)
- National Association for the Education of Young Children (Early Childhood Education and Early Childhood Special Education)
- National Association of School Psychologists (School Psychology)
- National Council for the Social Studies (Teaching of Social Studies)
- National Council of Teachers of English (Teaching of English)
- National Council of Teachers of Mathematics (Mathematics Education)

- National Science Teacher Association (Science Education)
- TESOL (Teaching of English to Speakers of Other Languages)

Contact information for each of the accrediting agencies listed above is available at the Office of Accreditation and Assessment: <http://www.tc.columbia.edu/oaa/accreditation-/accreditation-overview/>.

Responsible Office: Office of the Provost

Effective Date:

Last Updated: March 2016

## Attendance

Students are expected to attend all classes for which they are registered and are responsible for absences resulting from late enrollment. Attendance in online courses is defined as regular and substantive participation in the learning activities prescribed by the course instructor. For courses that have face-to-face meetings and online components, both attendance at face-to-face meetings and regular and substantive participation in the online learning activities prescribed by the course instructor are required.

Responsible Office: Enrollment Services

Updated: September 2017

## Auditing

Teachers College students currently enrolled for 15 or more points may audit one or two Teachers College courses during the term. Also, fully certified doctoral candidates may audit Teachers College courses which enhance their professional interests.

Applications for auditing privileges are obtainable from the Office of the Registrar during the change-of-program period. Students must secure the written approval of the course instructor and return the approval form to the Office of the Registrar during the change-of-program period.

Audited courses will not appear on the transcript or fulfill any academic requirement and may not later be applied for credit. Courses with limited enrollment, laboratory courses, seminars, continuing professional studies courses, and non-credit courses are not open to auditors.

Responsible Office: Enrollment Services

Updated: September 2017

## Continuous Enrollment

### Continuous Enrollment Policy

Beginning in the Fall 2018 term, all students who enroll in a degree program must register for courses beginning with their initial term of entry and continuing each fall/spring term until their degree requirements have been met. To meet the continuous enrollment requirement students must:

- A.) Register for course work, or
- B.) Register as a master's candidate or doctoral candidate (each of which requires the College fee), or
- C.) Request and receive a leave of absence (medical, military, or personal) according to TC's leave policy, or
- D.) Doctoral candidates who have reached a stage at which they are obligated for continuous registration will meet the requirements of the continuous enrollment policy by registering for their department's dissertation advisement course, registering for at least 3 points of TC course work, or requesting and receiving a personal exemption or waiver according to the guidelines set forth in the appropriate doctoral student guide book.

Summer registration is not required unless it is part of the program's curriculum. Students who are in summer-only programs are not required to maintain continuous enrollment in fall and spring terms, but they must maintain summer enrollment each term.

Students must maintain an active enrollment status by selecting from option A, B, C, or D as outlined above. Students who are unable to register in a fall or spring term must inform the College of their enrollment plan by the end of the term drop/add period or else they will be placed on an administrative leave of absence. After being placed on administrative leave, students who do not communicate with the Office of the Registrar by the end of the term will be withdrawn from the College and will need to reapply for admission if they wish to resume their studies. Students who communicate with the Office of the Registrar before the end of the term may be eligible to request a change from administrative leave to personal leave, when applicable.

Students are permitted a total of two (2) terms of personal leave while matriculated at Teachers College. An administrative leave will not convert to a personal leave if the student has already reached the personal leave limit of two (2) terms.

Students should refer to the leave of absence policy for detailed information about the following areas while on leave: academic policies, financial aid, housing, health insurance, and re-enrollment.

Responsible Office: Enrollment Services

Effective Date: February 21, 2018

## Credit and Noncredit Courses

Some credit-bearing courses are offered also on a noncredit basis, as indicated in the course description.

Students registering for noncredit offerings do not earn academic credit.

A student who registers for a course on a noncredit basis may not change enrollment to credit once the course begins. A student who registers for a course for credit may not change enrollment to noncredit once the course begins.

No Teachers College fee is charged if the noncredit course registration is the only course registration for the term; however, any laboratory fees or special fees for the course are additional.

Fees for noncredit offerings such as non-credit courses, workshops, institutes, and conferences vary. See the official announcement for these offerings for the tuition and fees charges.

Teachers College reserves the right to cancel or modify the courses listed in this catalog and other official publications and to change the instructors.

Responsible Office: Enrollment Services

Effective Date:

Last Updated: March 16, 2016

## Credit Hour Policy

A "point" (equivalent to a semester hour) is the College's unit of credit. The New York State Education Department<sup>1</sup> and the U.S. Department of Education<sup>2</sup> regulate the minimum standards for a credit hour. To meet these regulations, the following standards apply to all Teachers College credit courses. These are minimum

requirements; individual courses may have greater requirements as determined by the course instructor. Time spent out-of-class represent averages, and some students might find it necessary to devote more time than these stated expectations. For this policy, a contact hour is defined as 50 minutes

Please see the full policy [here](#)

## Student Records and Family Education Rights and Privacy Act (FERPA) Statement

### Student Records and Family Educational Rights and Privacy Act (FERPA)

#### A. General Background

1. The Family Educational Rights and Privacy Act ("FERPA") gives "students" a right of access to their "education records." It also limits the disclosure of a student's education records by the College without the student's written permission.
2. Under this policy, "students" are individuals who are or were registered students in attendance at Teachers College. Persons who unsuccessfully applied for admission or who were accepted but never attended the College are not "students." An unsuccessful applicant for admission to the College is not a College "student," even if the applicant is or was in attendance at another Columbia University school.
3. Records Covered:
  - a. A student's "education records" include records, files, documents, and other materials regularly maintained by the College that contain information directly related to the student.
  - b. Certain types of records are excluded from the scope of FERPA. For example, a student is not entitled to examine:
    1. Records maintained personally by an individual faculty member that have not been shared with and are not accessible by others.
    2. Records created or maintained by a physician, psychologist, or other recognized health care provider that are created, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment.
    3. Records that are confidential as a matter of law, such as those that might be maintained by the College's attorneys.
    4. Records containing financial information about a student's parents, such as information submitted with an application for financial aid.

#### B. Maintenance of Education Records

A student's official academic record is maintained by the Registrar, and its use is carefully controlled. Official records include the transcript, certain documents submitted in support of admission to the College and degree programs, and the doctoral student's record maintained by the Office of Doctoral Studies.

Documents may be kept in digital form. In accordance with established records management procedures, some records are purged periodically.

Teachers College students, alumni and former students may inspect their student records in accordance with FERPA. With the exceptions set out below, such records are generally not available to anyone other than College representatives with an institutional reason for reviewing them. Transcripts and other student records are released only in accordance with the College's FERPA statement.

### C. Family Education Rights and Privacy Act (FERPA) Statement

FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College receives a request for access. Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. The student must bring valid photo identification to the appointment. Students will not be provided with copies of any part of their records other than the College transcript unless the inability to obtain copies of any part of his or her record other than the transcript would effectively prevent him or her from exercising his or her right to inspect and review his or her education records.
2. The right to request the amendment of any parts of the student's education records that the student believes are inaccurate or otherwise in violation of the student's privacy rights under FERPA. Students who request amendment of a record that they believe is inaccurate should submit a written request to the Registrar in which they clearly identify the part of the record they want changed and why it is inaccurate. If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. If, after a hearing, the College decides that the records are not inaccurate, misleading, or otherwise in violation of the student's rights, the student may place in the records a statement commenting upon the information and setting forth reasons for disagreeing with the decision.
3. The right to withhold consent to disclosures of personally identifiable information ("PII") contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. It shall be a condition of the College's disclosure of PII to a third party (1) that the party to which the information is released will not permit any other party to have access to such information without the written consent of the student and (2) that the released information may be used only for the purposes for which the disclosure was made. These conditions do not apply to certain subpoenas and court orders.

Under FERPA, records containing PII may be disclosed without consent as follows:

- a. To "School Officials" with legitimate educational interests. A "School Official" includes a person employed by the College in an administrative, supervisory, academic, research, or support staff position; public safety officials, members of the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee or admission committee, or assisting another School Official in performing his or her tasks for the College. In addition, a School Official may be a contractor who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records such as an attorney, auditor or collection agent. A School Official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

- b. Upon request and in the discretion of the Registrar, to officials of another school in which the student seeks or intends to enroll.
  - c. To authorized representatives of the U.S. Controller General, Attorney General, or Secretary of Education, or to State and local educational authorities. Disclosures under this provision may be made, subject to the FERPA requirements, in connection with an audit or evaluation of Federal or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf.
  - d. In connection with financial aid for which the student has applied or received, if the information is necessary to determine eligibility for the aid, the amount of the aid, or the conditions of the aid; or enforce the terms and conditions of the aid.
  - e. To organizations conducting studies for, or on behalf of, the College, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction.
  - f. To accrediting organizations to carry out their accrediting functions.
  - g. To comply with a judicial order or lawfully issued subpoena.
  - h. If designated as "directory information." The College has designated the following categories of information as directory information with respect to each student: name, mailing, campus and permanent addresses, photo, email address, Columbia University Network ID (UNI), degree program and major field of study, dates of attendance at the College, full-time, half-time or part-time status, degrees conferred and their dates, dissertation title and dissertation committee members and master's essay title and sponsor. A student who does not wish to have "directory information" released to third parties should notify the Office of the Registrar in writing of his or her wish to withhold such information in the future.
  - i. Under limited circumstances, to a victim of an alleged perpetrator of a crime of violence or sex offense. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding.
  - j. Under limited circumstances, to the general public, the final results of a disciplinary proceeding, if the school determines the student has committed a violation of the school's rules or policies with respect to the allegation against the student.
  - k. To appropriate officials in connection with a health or safety emergency subject to the provisions of the Regulations.
  - l. To parents of a student under the age of 21 regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with FERPA. More information about FERPA is available at [www.ed.gov/policy/gen/guid/fpco/ferpa](http://www.ed.gov/policy/gen/guid/fpco/ferpa). FERPA is administered by:



Family Policy Compliance Office  
 U.S. Department of Education  
 400 Maryland Avenue, SW  
 Washington, DC 20202-8520

#### **D. Student Requests for Release of Records.**

Upon written request by a student, the College may release information in that student's Teachers College education records to third parties. The student should make a request for such release in writing with the student's signature to the Registrar. The third-party designated by the student will ordinarily not be provided with copies of any part of the student's record other than the College transcript. The College may impose a charge for copying a student's records in connection with such a release, generally 20 cents per page. Transcripts are covered by a one-time fee paid by students upon registration.

Questions about the interpretation of the guidelines should be referred to the Executive Director Academic Affairs Compliance at [maul@tc.columbia.edu](mailto:maul@tc.columbia.edu)

Responsible office: Enrollment Services

Updated: September 2017

## Grading

Course instructors are responsible for setting the requirements for courses and evaluating students' work. The grading symbols approved by the Faculty, appear below:

- A+** Rare performance. Reserved for highly exceptional, rare achievement.
- A** Excellent. Outstanding achievement.
- A-** Excellent work but not quite outstanding.
- B+** Very good. Solid achievement expected of most graduate students.
- B** Good. Acceptable achievement.
- B-** Acceptable achievement but below what is generally expected of graduate students.
- C+** Fair achievement, above minimally acceptable level.
- C** Fair achievement but only minimally acceptable.
- C-** Very low performance. The records of students receiving such grades are subject to review. This review may result in the denial of permission to register for further study at Teachers College. No more than 3 points of C- may be credited toward any degree, certificate or diploma. Students completing requirements for more than one degree or diploma may count 3 points of C- toward only one such award. Students who accumulate 8 points or more with grades of C- or lower may not continue study at the College and will not receive a degree or diploma.
- F** Failure. The records of students receiving such grades are subject to review. This review may result in the denial of permission to register for further study at Teachers College. Students who accumulate 8 points or more with grades of C- or lower may not continue study at the College and will not receive a degree or diploma. Students usually may not repeat a failed course unless it is required. When the course is required, the students may re-register and obtain a satisfactory grade. The previous F grade remains on the transcript.
- P** Passed. The "P" grade indicates passing performance in certain courses that only provide for dichotomous evaluation. Alternatively, by arrangement with the instructor as outlined in the Grading Options section below, students can request pass/fail grading in courses that normally lead to letter grades. Once an

instructor submits a final pass/fail grade for a course, the transcripts of students in that course will not carry any other type of grade. The College does not issue supplementary statements on student performance in the course.

**DP** Doctoral pass credit. The grade of DP may be assigned only to certified doctoral candidates who have successfully completed all requirements prescribed by the instructor. Students may receive DP credit only for courses taken in the semesters after they are certified. DP credit may not apply toward M.A. or M.S. degree requirements. A maximum of 6 points of DP credit may apply toward Ed.M. degree requirements. See section below on Grading Options for further information.

**WD** Withdrawn. The WD grade indicates course withdrawal after the close of the change-of-program period during the term or non-attendance, as reported by a course instructor.

**YC** Year Course. The symbol "YC" is assigned for the first half of a year course (courses that appear with a "z" suffix on the transcript). At the end of the second half of the course, the final grade, denoting the instructor's evaluation, will appear on the transcript.

**R** Attendance Credit. R grades indicate that students attended a course. Instructors who agree to grant R credit may stipulate requirements in addition to regular attendance. Courses taken through the Interuniversity Doctoral Consortium may not be taken for an R grade. No R credit may apply toward M.A. or M.S. degrees. A maximum of 6 R credits may apply toward Ed.M. programs but not to satisfy the three-course out-of-program requirement. Finally, a maximum of 9 R credits may apply toward doctoral programs but not toward minimum distribution requirements. See section below on Grading Options for further information.

**T** Transfer credit awarded. The T grade is applied to transfer courses that meet minimum eligibility requirements for transfer work and that a faculty advisor has approved for credit.

*The above grades are final and may not be changed.*

**IN** Incomplete. The grade of Incomplete is to be assigned only when the course attendance requirement has been met but, for reasons satisfactory to the instructor, the granting of a final grade has been postponed because certain course assignments are outstanding. If the outstanding assignments are completed within one calendar year from the date of the close of term in which the grade of Incomplete was received and a final grade submitted, the final grade will be recorded on the permanent transcript, replacing the grade of Incomplete, with a transcript notation indicating the date that the grade of Incomplete was replaced by a final grade. If the outstanding work is not completed within one calendar year from the date of the close of term in which the grade of Incomplete was received, the grade will remain as a permanent Incomplete on the transcript. In such instances, if the course is a required course or part of an approved program of study, students will be required to re-enroll in the course including repayment of all tuition and fee charges for the new registration and satisfactorily complete all course requirements. If the required course is not offered in subsequent terms, the student should speak with the faculty advisor or Program Coordinator about their options for fulfilling the degree requirement. Doctoral students with six or more credits with grades of Incomplete included on their program of study will not be allowed to sit for the certification exam.

\* Missing grade. Final grade has not been assigned by the course instructor.

## Grading Options

Teachers College categorizes grade options as evaluative (letter-graded on an A+ through F scale), pass/fail (P/F), doctoral pass (DP), or attendance (R). Within the academic term of the course, students may request grade options that differ from the standard grade options that their course instructors use, but instructors have discretion to approve or deny such requests. Students may obtain applications for alternative grading options from the Office of the Registrar. Once an alternative grade application has received approval from the course instructor and Registrar, students may not request a subsequent change of grade option. Deadlines and specific procedures for completing the applications appear below:

### Pass/Fail and Evaluative Letter Grades

Students in courses that normally award pass/fail grades may request letter grades, and students in letter-graded courses may request a pass/fail option. If the instructor approves the request, the student must submit the completed application for alternative grading to the Registrar before the third class session.

### **Doctoral Pass**

Certified doctoral candidates may request a doctoral pass (DP) grade option. If the instructor approves the request, the candidate must submit the completed application to the Registrar before two-thirds of the class sessions have met.

### **Attendance Credit**

Students desiring attendance (R) credit must request the R option from the course instructor. If the instructor approves the request, the student must submit the completed application to the Registrar before two-thirds of the class sessions have met. Mathematics majors in the Department of Mathematics, Science and Technology must have their applications cosigned by the program coordinator.

### **Changes in Grades**

All grades other than Incomplete are final once submitted to the Office of the Registrar. Once final grades have been given, instructors may not change them unless errors occurred in the original transmission of grades. A student who believes that an instructor has made a grading error should follow the procedures outlined in the Grade Correction policy: [http://www.tc.columbia.edu/policylibrary/Grade Correction](http://www.tc.columbia.edu/policylibrary/Grade%20Correction)

### **Courses at Schools Other than Teachers College**

Different schools and affiliates of Columbia University, as well as members of the Inter-University Doctoral Consortium, may have different policies, procedures, and deadlines on course grading and incomplete grades. Teachers College students who cross-register at other schools should note that their course work at the host school may be subject to the policies and procedures of that school and not those of Teachers College. Grades of "D" earned at these other institutions will not count toward a Teachers College degree or certificate.

Responsible Office: Enrollment Services

Last updated: September 2017

## **Graduate Credit in Advanced Undergraduate Courses**

Students in degree programs may petition the Registrar to have an advanced undergraduate course offered at Columbia University counted as graduate credit toward the degree. To be considered for graduate credit, the courses must be beyond the general introductory level, relevant to the student's specialty, and must not be available on the graduate level within the University. In addition, a student must obtain a written statement from the instructor of the course clarifying the additional work required in order to differentiate between undergraduate and graduate participation in the course. For basic language courses, courses must be beyond the first two years. No more than 6 points in advanced undergraduate courses may be approved for graduate credit. The advisor's written recommendation is also required and final approval is granted by the Registrar. Petition forms may be obtained in the Office of the Registrar. Tuition charges for undergraduate courses that the Registrar approves for graduate credit or undergraduate language courses taken to fulfill the language requirement for the Ph.D. may be used to calculate students' federal financial aid awards. Undergraduate courses that fall outside of these parameters will not be factored into federal aid awards.

Responsible Office: Enrollment Services

Updated: September 2017

## **HEGIS Codes**

Curriculum and Teaching: Elementary Education-Professional Certification	0802	M.A.
Curriculum and Teaching: Secondary Education-Professional Certification	0803	M.A.
Elementary Inclusive Education-Initial Certification	0802	M.A.
Elementary Inclusive Education- Initial Certification With Gifted Extension	0802	Ed.D./ M.B.A.
Higher and Postsecondary Education	0805	M.A., Ed.M., Ed.D.
Adult Education Guided Intensive Study (AEGIS)	0807	Ed.D.
Adult Learning and Leadership	0807	M.A., Ed.M., Ed.D.
†*Applied Behavior Analysis	0808	Ph.D., Ed.D.
Applied Behavior Analysis-Initial Dual Certification	0808	M.A.
*Deaf and Hard of Hearing	0808	Ed.D.
Early Childhood Education: Special Education-Initial Certification	0808	M.A.
Early Childhood Education: Special Education-Initial Dual Certification	0808	M.A.
Guidance and Rehabilitation	0808	M.A.
Elementary Inclusive Education-Initial Dual Certification	0808	M.A.
†*Intellectual Disability / Autism	0808	Ed.D., Ph.D.
Intellectual Disability / Autism-Initial Dual Certification	0808	M.A.
Intellectual Disability / Autism: Early Childhood- Dual Certification	0808	Ed.M.
Intellectual Disability / Autism: Childhood / Elementary- Dual Certification	0808	Ed.M.
Instructional Practice in Special Education	0808	Ed.M.
†*Physical Disabilities	0808	Ed.D., Ph.D.
Secondary Inclusive Education	0808	M.A.

Severe and Multiple Disabilities: Annotation	0808	M.A.
Special Inclusive Elementary Education	0808	M.A.
Gifted Education	0811	M.A.
Gifted Education- Initial Certification	0811	M.A.
Deaf and Hard of Hearing	0812	M.A.
Deaf and Hard of Hearing- Initial Certification	0812	M.A.
Deaf and Hearing Impaired: Adolescence Education-Dual Certification	0812	Ed.M.
Deaf and Hearing Impaired: Early Childhood Education-Initial Dual Certification	0812	Ed.M.
Deaf and Hearing Impaired: Elementary Education-Initial Dual Certification	0812	Ed.M.
Deaf Education: Reading Specialist- Initial Dual Certification	0812	Ed.M.
Communication Sciences and Disorders-Initial Certification	0815	M.S.
Communication Sciences and Disorders-Professional Certification	0815	M.S.
Communication Sciences and Disorders: Bilingual Option-Initial Certification	0815	M.S.
Speech and Language Pathology-Bilingual Extension Institute	0815	Adv. Cert.
History and Education	0821	M.A., Ed.M., Ed.D.,Ph.D.
Philosophy and Education	0821	M.A., Ed.M., Ed.D.,Ph.D.
Applied Educational Psychology: Cognitive, Behavioral, and Developmental Analysis	0822	Ed.M.
Cognitive Studies in Education	0822	M.A., Ed.M., Ed.D.
Psychology in Education	0822	M.A.
Early Childhood Education	0823	M.A., Ed.M, Ed.D.
Early Childhood Education- Initial Certification	0823	M.A.

Early Childhood Education- Special Education	0823	Ed.M
Applied Statistics	0824	M.S.
School Counselor	0826.01	Ed.M
Applied Developmental and Learning Psychology- School Psychology	0826.02	Ed.M.
Applied Educational Psychology- School Psychology	0826.02	Ph.D.
Education Policy	0827	M.A., Ed.M., Ph.D.
Educational Leadership	0827	PH.D.
Educational Leadership Studies	0827	M.A., Ed.M., Ed.D.
Urban Education Leaders Program	0827	Ed.D.
Leadership, Policy and Politics	0827	Ed.D.
††Education Leadership Management (M.B.A. through Columbia University Graduate School of Business)	0827	Ed.D.
Private School Leadership	0827	M.A., Ed.M
††Private School Leadership (M.B.A. through Columbia University Graduate School of Business)	0827	M.A.
Public School Building Leadership	0828	M.A., Ed.M.
Curriculum and Teaching	0829	M.A., Ed.M., Ed.D.
Designing Interactive Multimedia Instruction	0829	Adv. Cert.
Literacy Specialist- Initial Certification	0830	M.A.
Reading Specialist- Initial Certification	0830	M.A.
Art and Art Education	0831	M.A., Ed.M., Ed.D., Ed.D.C.T.
Art and Art Education- Initial Certification	0831	M.A.
	0831	M.A.
Creative Technologies	0831	Adv. Cert.
Music and Music Education	0832	M.A., Ed.M., Ed.D., Ed.D.C.T.

Music and Music Education- Initial Certification	0832	M.A.
Music and Music Education- Professional Certification	0832	M.A.
Mathematics Education	0833	M.A., M.S., Ed.M., Ed.D., Ed.D.C.T., Ph.D.
Science Education	0834	Ed.D., Ph.D.
Science and Dental Education	0834	M.A.
Supervisor/Teacher of Science Education	0834	M.A.
Teacher Education in Science	0834	M.S., Ed.M.
Applied Physiology	0835	M.A., Ed.M., Ed.D.
Kinesiology	0835	Ph.D.
Motor Learning	0835	M.A., Ed.M., Ed.D.
Movement Sciences and Education	0835	Ed.D.
Physical Education	0835	M.A.
Physical Education- Initial Certification	0835	M.A.
Physical Education- Professional Certification	0835	M.A.
Physical Education, Curriculum and Teaching in	0835	M.A., Ed.M., Ed.D.
Nutrition and Exercise Physiology	0837	M.S.
Community Health Education	0837	M.S.
Diabetes Education and Management	0837	M.S.
Advanced Diabetes Topics	0837	Adv. Cert.
Health Education	0837	M.A., Ed.D.
Bilingual/Bicultural Education	0899	M.A.
Bilingual/Bicultural Education Extension	0899	Adv. Cert.
Communication and Education	0899	Ed.D.
Comparative and International Education	0899	M.A., Ed.M., Ed.D., Ph.D.
Instructional Technology and Media	0899	M.A., Ed.M., Ed.D.

International Educational Development	0899	M.A., Ed.M., Ed.D.
Learning Analytics	0899	M.S.
Neuroscience and Education	0899	M.S.
Teaching and Learning with Technology	0899	Adv. Cert.
Technology Specialist: K-12- Initial Certification	0899.03	M.A.
Technology Specialist for Teachers - Initial Certification	0899.03	M.A.
Bilingual/Bicultural Education- Transitional B	0899.50	M.A.
Biology 7-12- Transitional B	0899.50	M.A.
Chemistry 7-12- Transitional B	0899.50	M.A.
Early Childhood Education: Special Education-Dual Certification- Transitional B	0899.50	M.A.
Earth Science 7-12- Transitional B	0899.50	M.A.
English, Teaching of- Transitional B	0899.50	M.A.
Intellectual Disabilities/ Autism-Childhood - Transitional B	0899.50	M.A.
Intellectual Disabilities/ Autism-Generalist 5-9 - Transitional B	0899.50	M.A.
Mathematics Education- Transitional B	0899.50	M.A.
Physics 7-12- Transitional B	0899.50	M.A.
TESOL- Transitional B	0899.50	M.A.
Art and Art Education-Professional Certification	1002	M.A.
Arts Administration	1099	M.A.
Nurse Executive Role (Accelerated Program)	1203.10	M.A.
Nurse Executive Role (Accelerated Program)	1203.10	Ed.D.
Nursing Education: Professorial Role (Accelerated Program)	1203.10	M.A.
Nursing Educaiton (Distance Learning)	1203.10	Ed.D., Adv. Cert.
Communication Sciences and Disorders	1220	M.S., Ed.M., Ed.D., Ph.D.
Community Nutrition Education	1306	Ed.M.



Nutrition and Public Health	1306	M.S., Ed.D
Nutrition Education	1306	M.S., Ed.D
English, Teaching of	1501	M.A., Ed.M., Ed.D.C.T., Ed.D.
English Education	1501	Ph.D.
English, Teaching of- Initial Certification	1501.01	M.A.
English, Teaching of- Professional Certification	1501.01	M.A.
Applied Linguistics	1505	M.A., Ed.M., Ed.D.
Communication and Education	1506	M.A., Ed.M.
TESOL (Teaching of English to Speakers of Other Languages)	1508	M.A., Ed.M., Ed.D.
TESOL- Initial Certification	1508	M.A.
Mathematics Education- Initial Certification	1701.01	M.A.
Mathematics Education- Professional Certification	1701.01	M.A.,M.S., Ed.M.
Arts Administration	1899	M.A.
Physics 7-12- Initial Certification	1902.01	M.A.
Chemistry 7-12- Initial Certification	1905.01	M.A.
Earth Science 7-12- Initial Certification	1917.01	M.A.
Clinical Psychology	2003	Ph.D.
Counseling Psychology	2004	Ph.D.
Psychological Counseling	2004	Ed.M.
Mental Health Counseling	2004	Ed.M.
Social-Organizational Psychology	2005	Ph.D.
Cooperation and Conflict Resolution	2005	Adv. Cert.
Measurement and Evaluation	2007	Ed.M., Ed.D., Ph.D.
Psychology-Organizational	2008	M.A.

Developmental Psychology	2009	Ph.D.
Psychology:Developmental	2009	M.A.
Sexuality, Women and Gender	2099	Adv. Cert.
Teaching of Social Studies	2201	M.A., Ed.M., Ed.D., Ph.D.
Global Competence	2201	Adv. Cert.
Social Studies, Teaching of- Initial Certification	2201.01	M.A.
Social Studies, Teaching of- Professional Certification	2201.01	M.A.
Applied Anthropology (In Cooperation with GSAS)	2202	Ph.D.
Anthropology and Education	2202	M.A., Ed.M., Ed.D., Ph.D.
Economics and Education	2204	M.A., Ed.M., Ph.D.
Politics and Education	2207	M.A., Ed.M., Ed.D., Ph.D.
Sociology and Education	2208	M.A., Ed.M., Ed.D., Ph.D.
Interdisciplinary Studies in Education	4999	M.A., Ed.M., Ed.D.
Design and Development of Digital Games	5503	M.A.

\* Ed.D. in Special Education is acquired through these programs.

† Ph.D. in Special Education is acquired through these programs.

†† Joint M.B.A. offered by Columbia School of Business.

\*\* HEGIS: Higher Education General Information Survey, New York State Education Department, Office of Higher Education and the Professions, Cultural Education Center, Room 5B28, Albany, NY 12230; telephone (518) 475-5851.

Responsible Office: Enrollment Services

Effective Date:

Last Updated: June 2017

## Inter-University Doctoral Consortium

Teachers College participates in the Inter-University Doctoral Consortium which provides for cross-registration among member institutions. Fully admitted doctoral students after the first year of study in Teachers College may register for courses at the Graduate School and University Center of the City University of New York, Fordham University, Princeton University, the New School for Social Research, New York University, Rutgers University, and Stony Brook University. Ordinarily, such courses must not be available within Columbia University. Applications are available in the Office of the Registrar, 324 Thorndike. Students cross-registered for courses at another university are subject to the academic regulations of the host university, including the grading

system, calendar, and academic honor system. It is the responsibility of the students to familiarize themselves with the pertinent regulations of the host university. Teachers College students pay tuition at the standard Teachers College rate to Teachers College for any such courses they take.

Responsible Office: Enrollment Services

Effective Date:

Last Updated: June 2017

## Key to Teachers College Course Numbers

### **The prefix indicates the department:**

- A&H Arts & Humanities
- BBS Biobehavioral Sciences
- CCP Counseling & Clinical Psychology
- C&T Curriculum & Teaching
- EDP Education Policy and Social Analysis
- HBS Health & Behavior Studies
- HUD Human Development
- IND Interdepartmental
- ITS International & Transcultural Studies
- MST Mathematics, Science & Technology
- ORL Organization & Leadership

### **The first digit of the course number indicates course level:**

- 4 initial graduate
- 5 intermediate graduate
- 6 advanced graduate
- 7 dissertation seminar
- 8 dissertation advisement
- 9 postdoctoral

### **The second digit of the course numbers indicates the type of offering:**

- 0 lecture
- 1 lecture
- 2 field work
- 3 practicum
- 4 internship
- 5 seminar
- 6 colloquium
- 7 student teaching
- 8 workshop, work conference, or institute
- 9 independent study and research

Responsible Office: Enrollment Services

Effective Date:

Last Updated: June 2017

## Non Discrimination

## Non Discrimination

Continuing its long-standing policy to support active equality for all persons, Teachers College does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability, pregnancy, gender expression or any other criterion specified by federal, state or local laws, in the administration of its admissions, employment and educational policies or scholarship, loan, athletic and other school-administered programs. Rather, Teachers College affirms that it admits students and selects employees regardless of their race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability, pregnancy, gender expression or any other criterion specified by federal, state or local laws and thereafter accords them all the rights and privileges generally made available to students or employees at the school.

**Students** with concerns about the application of civil rights laws (including Title IX, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the Age Discrimination Act, and others) may wish to speak with Vice Provost for Student Affairs Tom Rock, 113 Zankel, (212) 678-3083, Vice President for Diversity and Community Affairs Janice Robinson, 128 Zankel, (212) 678-3391, Executive Director for Equity and Section 504 Compliance Officer, Melissa Rooker, 128 Zankel, (212) 678-7508, or Ombuds Officer Stephen Peverly, 280 Grace Dodge, (212) 678-4169. Students with Title IX concerns may also contact **Ombuds for Gender-Based Misconduct** Riddhi Sandil, 325 Horace Mann, (212) 678-4016.

**Faculty and staff** with concerns about the application of civil rights laws (including the Civil Rights Act of 1964 (Title VII), the Age Discrimination in Employment Act, Title IX, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the Age Discrimination Act, and others) may wish to speak with Associate Vice President & Chief Human Resources Officer Randy Glazer, 120 Whittier Hall, (212) 678-3175, Vice Provost Katie Embree, 113 Zankel, (212) 678-3991, Vice President for Diversity and Community Affairs Janice Robinson, 128 Zankel, (212) 678-3391, Executive Director for Equity and Section 504 Compliance Officer, Melissa Rooker, 128 Zankel, (212) 678-7508, or Ombuds Officer Stephen Peverly, 280 Grace Dodge, (212) 678-4169. Faculty and staff with Title IX concerns may also contact **Ombuds for Gender-Based Misconduct** Riddhi Sandil, Ph.D., 325 Horace Mann, (212) 678-4016.

Individuals with disabilities who seek reasonable accommodations or information concerning accommodations should contact the Office of Access and Services for Individuals with Disabilities (OASID), 166 Thorndike, (212) 678-3689 (voice/TTY).

**Title IX** of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. Questions regarding Title IX may be referred to the TC Title IX Coordinator, Janice Robinson, at (212)-678-3391 or JRobinson@tc.columbia.edu. Individuals who wish to seek assistance outside of the College community may contact the U.S. Department of Education, Office for Civil Rights (New York Office), (646) 428-3900 / (800) 877-8339 voice/TDD, OCR.NewYork@ed.gov; the Equal Employment Opportunity Commission, (800) 669-400 / (800) 669-6820 voice/TTY only, voice/TDD/TTY, info@dhr.ny.gov or complaints@dhr.ny.gov; or the New York City Commission on Human Rights, (718) 722-3131, <https://www1.nyc.gov/site/cchr/about/report-discrimination.page>.

**Pay Transparency.** Teachers College will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the College or (c) consistent with the College's legal duty to furnish information.

Responsible Office: Office of the Vice President for Diversity and Community Affairs

Effective Date:

Last Updated: August 2018

## College Communication

Teachers College, recognizing the increasing need for electronic communication with students, has established email as an official means of communication with students. In order to ensure effective communication with students, students are required to activate and use the email address provided by the College. Information on how to do that is located at <http://www.tc.columbia.edu/computing/divisions/getting-started/students/>.

Teachers College expects that every student will receive email at his or her Teachers College email address and will read email on a frequent and consistent basis. A student's failure to receive Teachers College and read College communications in a timely manner does not absolve that student from knowing and complying with the content of such communications. Students may elect to redirect (auto-forward) email sent to their

Teachers College email address. Students who (auto-forward) redirect email from their official College email address to another address do so at their own risk. If email is lost as a result of forwarding, it does not absolve the student from the responsibilities associated with communications sent to their official University email address. All use of email will be consistent with other Teachers College and Columbia University policies including the Acceptable Use Policy at [www.tc.edu/computing/cu/policy](http://www.tc.edu/computing/cu/policy).

Information concerning emergencies or school closing is published in several ways:

- WINS at 1010 on AM radio;
- WCBS at 880 on AM radio;
- the TC Web homepage at [www.tc.edu](http://www.tc.edu); and
- the main telephone number, (212) 678-3000.

In addition to the communication methods above, emergency notifications are made through public address systems in most campus buildings and through TCAAlert. All members of the TC community are strongly encouraged to sign up for TCAAlert via the portal at [my.tc.edu](http://my.tc.edu) to receive text or voice messages on their cellphones. Use of this system is limited to urgent messages. The College does not charge for it, although some wireless phone carriers may charge a fee for receiving SMS text messages.

Responsible Office: Vice Provost for Student Affairs

Updated: September 2017

## Acceptable Use of Information Technology

The purposes of this policy are to promote and improve the effectiveness of Teachers College computing and communications resources and to support the College community's norms of scholarly discourse, academic integrity, and fairness. As an academic community, the College places a special value on free expression of ideas. However, unlawful or inappropriate use of these information technology (IT) resources can infringe upon the rights of others. Accordingly, all members of the College community are expected to use these resources responsibly. Prevention of abuse of the College's IT resources is important to:

- promote the appropriate and productive use of the College's information technology resources, which are a finite, shared resource of the College community;
- protect individuals from harassment and undue annoyance;
- prevent waste of the IT resources and obstruction of College activities; and
- protect the College and its resources

## Policy

The information technology resources of the College are part of the Columbia University network; all College users must be familiar with and adhere to the University IT policies found at [www.columbia.edu/cu/policy](http://www.columbia.edu/cu/policy) and particularly the *Acceptable Use of IT Resources Policy*, [policylibrary.columbia.edu/acceptable-use-it-resources-network-and-computing-policy](http://policylibrary.columbia.edu/acceptable-use-it-resources-network-and-computing-policy).

Use of College information technology resources must also conform with College policies, regardless whether they make explicit reference to electronic or other media. Relevant policies, including those related to professional conduct and protection from harassment, are available in the College's Policy Library, [www.tc.edu/policylibrary](http://www.tc.edu/policylibrary).

Students, faculty, staff and others using College and University electronic resources and services assume personal responsibility for their appropriate use and agree to comply with all relevant policies, as well as applicable laws. College IT resources may not be used for any purpose that violates College or University policies or for any illegal or criminal purpose, including violation of copyright law. Copying, storing, displaying, or distributing copyrighted material using College or University computers or networks without the express permission of the copyright owner, except as otherwise allowed under the copyright law, is prohibited. Under the Digital Millennium Copyright Act of 1998, repeat copyright infringements by a user of the College's IT resources can result in termination of the user's access to those resources.

It is illegal and a violation of College and University policies to attempt to gain access to or use another person's ID, password or account, or to send an email impersonating another individual, regardless of where the email originates. Sharing of passwords is prohibited and each user is responsible for the proper use of his or her account and any activity conducted with it.

Communication at the College, whether spoken, written or electronic, should be conducted courteously, and with respect for other people's ideas, privacy, intellectual property, and right to be free from intimidation, harassment, and unwarranted annoyance, including, but not limited to, chain letters, and obscene and other unwelcome messages.

All email and postings should have the name of a person from or for whom it is sent, even if replies are not permitted. Broadcast messages to large lists should have an educational or work-related significance to many members of the group.

Messages or files that interfere with or impair the computers or activities of other people, including but not limited to viruses, worms and Trojan horses, are forbidden. They violate College and University policies and applicable law.

Failure to abide by these policies will have consequences that may range from warnings to suspension of email and other computing privileges to dismissal or termination of employment. Conduct that violates College and University policies may also violate federal, state or local law and subject individuals to civil or criminal liability. See Complaints and Discipline regarding IT Policies Complaints about and Discipline for Violation of IT Policies.

## Policy on Protection from Harassment

### **Teachers College Policy on Protection from Harassment Interim Policy effective October 5, 2015**

This Policy has been updated to ensure compliance with current laws, including New York State Education Law section 129-B (effective October 5, 2015). This is an Interim Policy and will be reviewed within Teachers College.

Gender Based Misconduct between students is governed by the Columbia University Gender-Based Misconduct Policy for Students, [sexualrespect.columbia.edu](http://sexualrespect.columbia.edu), rather than by this Policy. This Policy contains special procedures for addressing allegations of sexual assault, domestic violence, dating violence and stalking involving members of the Teachers College community not subject to the Gender-Based Misconduct Policy for Students.

Please see [www.tc.edu/policylibrary/RESOURCES](http://www.tc.edu/policylibrary/RESOURCES) for information about campus and off-campus resources relating to this Policy.

*See full policy here.*

## Release of Transcripts

The College regards the student's transcript as a personal and private document; it is released only upon written authorization of the student. Unpaid financial obligations to the College will result in the withholding of student transcript and/or diploma. Teachers College does not duplicate copies of transcripts from other institutions which were submitted in support of the applicant's application for admission to the College.

Responsible Office: Enrollment Services

Effective Date:

Last Updated: January 2015

## Religious Observance

It is the policy of Teachers College to respect its members' observance of their major religious holidays. Where academic scheduling conflicts prove unavoidable, students will not be penalized for absences due to religious reasons, and course instructors will work with students on alternative means for satisfying academic requirements. If students and instructors cannot reach a suitable arrangement, they should consult the appropriate Program Director or Department Chair. If necessary, students or instructors may take the matter to the Office of the Provost for additional appeal.

Some of the major holidays occurring during the academic year are: Good Friday, Id al Adha, Id al Fitr, Passover (first two and last two days), Rosh Hashanah, Shemini Atzeret, Shavuoth, Simchat Torah, Succoth (first two days) and Yom Kippur.

Jewish and Islamic holy days begin at sundown of the preceding day.

It should be noted that because of the size of the event and the space available, convocations held at Commencement take place in either Riverside Church or the Cathedral of St. John the Divine. The facilities are used in a non-sectarian manner.

The Office of the Provost and Dean of the College requests that faculty members who will miss classes for religious observances notify their Department Chair in advance. They should also announce missed class sessions on their syllabi. In such cases, faculty members may either make arrangements for another course instructor to cover the missed class or schedule a makeup session at a time convenient to students.

Responsible Office: Provost

Last Updated March 25, 2016

## Student Conduct Code: Academic Integrity and General Misconduct

Student Conduct Code: Academic Integrity and General Misconduct

Owner: Vice Provost for Student Affairs

URL: [http://www.tc.columbia.edu/policylibrary/Student Conduct Code: Academic Integrity and General Misconduct](http://www.tc.columbia.edu/policylibrary/Student%20Conduct%20Code%20Academic%20Integrity%20and%20General%20Misconduct)

Student Conduct Code: Academic Integrity and General Misconduct

Owner: Vice Provost for Student Affairs

## INTRODUCTION

Teachers College (TC or the College) expects students to observe traditional norms of scholarly discourse, academic integrity and fairness. All students should engage in responsible social conduct and model good civil conduct and citizenship. Thus, activities which disrupt the regular and essential operations of the College or Columbia University are not permitted.

Members of the College community may charge students with violating these standards of conduct. Students found responsible for violating these standards may be subject to appropriate disciplinary action ranging from reprimand to disciplinary probation, suspension and /or expulsion from the College.

When students are accused of gender-based misconduct including but not limited to sexual assault, domestic violence, dating violence and stalking, the Gender-Based Misconduct Policy and Procedures for Students found at: <http://www.tc.columbia.edu/policylibrary/diversity-and-community-affairs/gender-based-misconduct-policy-for-students/> applies. All other academic and general misconduct involving students falls under this student conduct code.

Nothing in these standards of conduct shall replace professional codes of ethics applicable to students in various programs.

## 1. DEFINITIONS AND ORGANIZATION OF THE DISCIPLINARY SYSTEM

1.1 Student: For purposes of this Code, any person currently enrolled in a degree program as a matriculated student and any person currently enrolled in a non-degree program in a for-credit course (including an online course) at Teachers College is a student.

Non-credit offerings may be instructional programs or stand-alone courses that do not require extensive assessment or examinations and do not offer academic credit. Non-credit programs are a *series* of non-credit courses that may lead to a culminating non-credit certificate of attendance. Non-credit courses are usually offered as a 1 or 2-day course, workshop or conference. For purposes of this Code, any person currently participating in a non-credit program at Teachers College is a student. Any person currently participating in a non-credit course is not considered a student.

1.1.1 Students who also serve as TC employees may be subject to separate disciplinary proceedings by virtue of their employment status. TC has other policies that relate to staff and faculty as well as policies that apply to all members of the community. All TC policies may be found in the Policy Library. Nothing in this Code shall prevent an investigation or discipline under other applicable College policies.

1.1.2 If an accused student is also enrolled at another institution, that student may be referred to that student's primary institution at the discretion of TC.

1.2 Jurisdiction: This Code addresses misconduct committed by students including:

1.2.1 Any alleged violation that is committed by a student that adversely affects the safety and security of the College (or Columbia University), College (or Columbia University) property or an individual member of the College (or Columbia University) community;

1.2.2 Any alleged violation that is committed by a student that substantially disrupts the functions or operations of the College (or Columbia University).

1.3 Vice Provost for Student Affairs: The Vice Provost for Student Affairs has overall responsibility for overseeing proceedings and all matters related to the enforcement of this Code. The Vice Provost for Student Affairs may identify a designee to carry out these responsibilities.

1.3.1 The duties of the Vice Provost for Student Affairs include: determining whether to resolve complaints by voluntary agreements, determining whether complaints warrant referral to the Student Conduct Committee (SCC), bringing charges of violations to the SCC for disciplinary hearing, monitoring and enforcing the fulfillment of sanctions imposed, maintaining records of all disciplinary matters, providing administrative support for all aspects of the disciplinary process (including hearings), preparing reports, and compiling



statistics. In cases of admission fraud, the Vice Provost for Student Affairs will work with Enrollment Services and other offices as necessary to discipline those who violated the College's admission certification of accuracy statement

1.3.2 Interim Measures: In cases where the Vice Provost for Student Affairs or a designee determines that a student's presence on campus endangers the health, safety and/or well-being of self or any person, or of the College property, or disrupts the normal operations of the College, including classes or events, the Vice Provost for Student Affairs or a designee has the authority to take immediate interim measures before the start of any formal or informal discipline process. Interim measures may include, but are not limited to, restricting a student from contacting another person or persons; restricting a student from accessing the residence halls or other buildings on campus; or suspending a student from participation in classes or events and/or organizations within the campus community.

1.4 Student Conduct Committee (SCC): The SCC is responsible for conducting hearings related to alleged violations of this Code.

1.4.1 The jurisdiction of the SCC extends to both areas of the TC disciplinary system: Academic Integrity and General Misconduct.

1.4.2 The SCC shall be comprised of three students, three professional staff members and three faculty members. Its members shall serve staggered terms to ensure continuity as members of the SCC rotate on and off the Committee.

1.4.3 SCC hearings are conducted by a three-member panel of the SCC convened by the Vice Provost for Student Affairs or designee.

1.5 Complainant and Respondent. Any member of the TC or Columbia University community who alleges an academic or general misconduct violation is called a complainant. Students accused of academic or general misconduct violations under this Code are called respondents.

1.6 Advisors: Advisors can assist students involved in disciplinary proceedings to understand the disciplinary process, respect and comply with the provisions of this Code, and manage all aspects of the process.

1.6.1 An advisor may accompany any complainant or respondent to a meeting regarding a disciplinary complaint. Advisors also may accompany complainants or respondents at hearings, and in both cases, may quietly advise but may not participate in such meetings or hearings.

1.6.2 An advisor must be either a TC faculty member, staff member or student and must be in good academic and disciplinary standing.

1.6.3 Generally, the student must select an advisor whose schedule allows attendance at the scheduled hearing dates and times. Delays will not be allowed due to advisor scheduling conflicts.

1.7 Any member of the TC or Columbia University community may bring a complaint about student conduct to the attention of the Vice Provost for Student Affairs. Doing so in no way limits the complainant's rights or obligations to bring such matters to the attention of College offices, officers or resources, including the Office of the Ombuds or to seek recourse outside TC through civil or criminal legal proceedings.

## 2. ACADEMIC INTEGRITY

2.1 TC is an academic community whose fundamental purpose is the pursuit of knowledge. High principles of academic integrity are essential to the functioning and continued growth of this community. Students, as well as faculty, are responsible for adhering to these principles, and TC will not tolerate failure to adhere to the College's principles of academic integrity. Students who intentionally or recklessly submit work either not their own or without clear attribution to the original source, fabricate data or other information, engage in cheating, misrepresent academic records or other violations noted below are subject to charges. Those who engage in academic misconduct should expect sanctions up to and including dismissal from TC.

2.2 Responsibilities of Community Members: Every member of the TC academic community is responsible for upholding the standards of academic integrity declared in this Code.

2.2.1 If a student is unsure whether actions might constitute academic misconduct, the student has the responsibility to consult with the instructor in advance about any ambiguities.

2.3 Academic misconduct includes but is not limited to:

2.3.1 Cheating: using or attempting to use unauthorized assistance, material or study aids in examinations or other academic work;

2.3.2 Plagiarism: using the ideas, data or language of another without specific or proper acknowledgement;

2.3.3 Fabrication: submitting contrived or altered information in any academic exercise such as making up data, citing nonexistent articles, contriving events and sources of information;

2.3.4 Duplicate submissions: submitting any work submitted to fulfill another assignment without appropriate revision to meet the instructional goals of the current course. In cases of uncertainty or ambiguity, a student should check with the student's instructor;

2.3.5 Misrepresentation of academic records or attempting to tamper with transcripts of any portion of a student's academic record;

2.3.6 Facilitating academic dishonesty by knowingly helping another student to engage in academic misconduct;

2.3.7 Unfair advantage through attempting to gain unauthorized access to examination or other course-related materials or obstructing another student's efforts.

### 3. GENERAL MISCONDUCT

3.1 Violations of general misconduct include but are not limited to:

3.1.1 Obstruction or disruption of teaching, research, administration, TC procedures and activities, or other authorized activities;

3.1.2 Physical abuse, verbal abuse, threats, intimidation, harassment, coercion or other conduct that may endanger the health and/or safety of others. This includes threats of violence against another person and physical or verbal intimidation that unreasonably impairs the security or privacy of another person;

3.1.3 Discrimination and harassment.

Prohibited harassment is adverse treatment of any student on the basis of race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability, pregnancy, gender expression or any other criterion specified by federal, state, or local laws.

Prohibited harassment is subjecting an individual to humiliating, abusive, or threatening conduct, whether verbal or physical, that creates an intimidating, hostile, or abusive work, educational or living environment; alters the conditions of employment, education, or residential life; or unreasonably interferes with an individual's work or educational performance or living environment on the basis of race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, marital status, citizenship status, veteran status, disability, pregnancy, gender expression or any other criterion specified by federal, state or local laws.

Please see the TC Policy on Protection from Harassment;

3.1.4 Unauthorized entry or use of TC facilities or unauthorized possession or use of TC property of others;

3.1.5 Disorderly conduct or highly offensive conduct or expression;

3.1.6 Forgery, alteration or misuse of TC documents, records or identification, furnishing false information to TC or Columbia University or possession of any false identification or identification belonging to another person;

3.1.7 Identity theft: possessing or using another person's name, address, Social Security Number (SSN), bank or credit card account number, or other identifying information without that person's knowledge and/or with the intent to commit fraud or other crimes;

3.1.8 Theft or other abuse of computer facilities and resources including but not limited to: any violation of TC or Columbia University Computer Use Policy, using computing facilities and resources to send offensive or abusive messages or other unauthorized use of computing facilities and resources;

3.1.9 Violations of copyright law by unlawful copying, distributing, sharing or storing copyright-protected information or material, including but not limited to music, film and internet video;

3.1.10 The unlawful manufacture, possession, use or distribution of illicit drugs, unlawful drug paraphernalia and alcohol. Please see the TC Drug-Free Campus Policy;

3.1.11 Failure to comply with authorized directions of or furnishing false information to TC or Columbia University officials or representatives of the SCC acting in performance of their duties;

3.1.12 Failure to engage in responsible social conduct and to model good civil conduct and citizenship;

3.1.13 Violations of any other TC or Columbia University policy, rule or regulation, or of federal, state or local law that reflect upon or are related to the Student's activities or status as a Teachers College student.

#### 4. INFORMAL PROCEDURES

4.1 When an issue arises involving the academic or general misconduct of a student, the Code provides informal avenues by which the complaint may be resolved.

##### 4.2 Personal Resolution:

4.2.1 Academic Integrity: A faculty member or other instructor who believes that a student has engaged in academic misconduct will apprise the student of the suspected academic misconduct and refer the student to the Student Conduct Code and the Vice Provost for Student Affairs. The instructor shall also provide the student with the opportunity to meet with the instructor to discuss the nature and validity of the allegations and the possible institutional responses. After a discussion with the student, the instructor will decide whether the alleged violation was intentional or unintentional. The instructor will then propose a resolution to the student and discuss possible sanctions with the Vice Provost for Student Affairs, as appropriate.

4.2.2 General Misconduct: A complainant may wish to communicate directly with the person against whom the complaint is being made in order to address the issues involved. However, a complainant may bypass personal resolution if the complainant would feel uncomfortable or unsafe doing so. In particular, individuals who believe that they were threatened or who were injured by a student are encouraged to speak with the Vice Provost for Student Affairs or visit the TC Ombuds to seek assistance before pursuing personal resolution. Such an individual may wish to pursue other options such as a facilitated conversation, mediation or to file a request for a formal resolution.

##### 4.3 Facilitated Conversation:

4.3.1 TC encourages a facilitated conversation whenever practical and appropriate. A facilitated conversation may take place only if the complainant and respondent both agree to participate. A matter is resolved through a facilitated conversation only if all parties agree on the resolution.

4.3.2 Academic Integrity: If, after following the procedure for personal resolution above, a resolution is not reached, the instructor and student may approach the Program Director (or Department Chair if the instructor is the Program Director) following their discussion and decide to move forward with a facilitated conversation. The Program Director or Department Chair may then facilitate a conversation between the instructor and the student to discuss the allegations and a possible resolution of the matter. If as part of the facilitated conversation, a resolution is agreed to that involves the imposition of sanctions, these will be issued by the Program Director or Department Chair and should be communicated in writing to the student.

4.3.3 General Misconduct: In situations involving alleged general misconduct, any involved party may contact the Vice Provost for Student Affairs with a request for a facilitated conversation. The Vice Provost for Student Affairs or a designee may then facilitate a conversation between the parties to discuss the allegations and a possible resolution of the matter. If as part of the facilitated conversation, a resolution is agreed to that involves the imposition of sanctions, these will be issued by the Vice Provost for Student Affairs or designee.

4.3.4 Ombuds Office Mediation: The parties may ask the TC Ombuds to mediate a dispute. The mediation must be agreed to by both parties. The TC Ombuds is independent from the College's administration and determines the procedures under which the mediation will take place.

## 5. FORMAL PROCEDURES

5.1 If attempts at personal resolution, facilitated conversation or mediation fail or any member of the community wishes to bypass informal procedures and file a formal complaint, the complainant shall notify the Vice Provost for Student Affairs in writing. The Vice Provost for Student Affairs or designee will then convene a Hearing Panel from the members of the SCC. The Vice Provost for Student Affairs will provide notice of the hearing and a statement of the allegations to the complainant and the respondent within 7 calendar days of receipt in writing of the complaint by the Vice Provost for Student Affairs.

5.2 The statement of the allegations will identify the reasons for calling the hearing with sufficient particularity and rationale to insure the parties have an opportunity to prepare for the hearing. The statement of the allegations also will contain the names of the proposed hearing panelists. Either party should notify the Vice Provost for Student Affairs or designee of any hearing panelist that is known to them and/or who could present a conflict in the case. The Vice Provost for Student Affairs will review the potential conflict and decide whether or not the hearing panelist should be replaced. No member of the Hearing Panel who is otherwise interested in the particular case shall sit on the Hearing Panel for that case.

5.3 A hearing may be expedited in appropriate circumstances, including disciplinary matters involving students who have been placed on mandatory temporary suspension or conditional attendance, graduating students or students who are about to take a leave of absence or to leave campus to study elsewhere.

5.4 The SCC Hearing Panel will be comprised of one student, one professional staff member and one faculty member, one of whom will serve as Chair. The Chair is, in consultation with the Vice Provost for Student Affairs, responsible for ensuring that the hearing process occurs in a timely fashion.

5.5 All members of the TC community are required to cooperate with these formal procedures. Individuals who are interviewed or called as witnesses (including complainants and respondents) are obligated to provide honest and complete statements during the process.

5.6 Disciplinary hearings are not trials or legal in nature, and they are not governed by rules of legal procedure, evidence or judicial formality. They are designed to encourage open discussion among the participants to promote the Hearing Panel's understanding of the facts, the individuals involved and the circumstances under which the alleged incident occurred, the nature of the conduct, and the attitudes and experiences of those involved. Information, including hearsay evidence, may be considered if it is relevant, not unduly repetitious and the sort of information on which responsible persons are accustomed to rely upon in the conduct of serious affairs.

5.7 These procedures and standards apply to all hearings:

5.7.1 The complainant and respondent in the process may be accompanied by advisors as described in the section on advisors above.

5.7.2 No less than three (3) business days prior to the hearing, the parties shall submit to the Vice Provost for Student Affairs or designee all documents to be submitted as evidence and the names and anticipated areas of testimony of any witnesses.

5.7.3 Witnesses: The Hearing Panel has the discretion to determine which witnesses, if any, they wish to interview during the hearing.

5.7.4 Both the complainant and the respondent may make opening and closing remarks of not more than five minutes each.

5.7.5 The Hearing Panel's findings are based solely on the statements of the complainant, respondent and/or witnesses and any evidence submitted prior to or during the hearing.

5.7.6 The Hearing Panel will determine a violation of the Code by a preponderance of the evidence.

5.7.7 All documents presented to the SCC Hearing Panel shall become the official property of TC.

5.7.8 If either the complainant or the respondent fails to appear at the hearing, proceedings will continue. Evidence may be presented and considered even if a party is absent

5.7.9 After the hearing concludes, the SCC Hearing Panel shall deliberate in private.

5.7.10 All findings of the Hearing Panel require a majority vote. At the conclusion of the deliberations, the SCC Hearing Panel shall deliver a brief written statement of their findings and any recommended sanctions to the Vice Provost for Student Affairs.

5.7.11 The Vice Provost for Student Affairs shall communicate to the respondent the Hearing Panel's decision and any sanctions imposed. The Vice Provost for Student Affairs shall also inform the complainant of the decision. These communications shall be in writing.

5.8 Appeals. Both parties have the right to appeal. The appeal must be submitted to the Vice Provost for Student Affairs within seven (7) business days following written notification of the decision from the Vice Provost for Student Affairs. Grounds for appeal include: (1) procedural error and (2) new evidence and/or information not available at the time of the hearing. Appeals must be in writing, must state the ground for appeal and must provide evidence to support the appeal.

5.8.1 The Vice Provost acts as the appellate officer. The Vice Provost for Student Affairs shall provide the Vice Provost with all information regarding the case. After review, the Vice Provost will notify the appellant in writing of the appeal decision, which is final.

5.8.2 If the Vice Provost is the complainant, the appellate officer function shall be discharged by the Provost and Dean of the College. Subject to the special provision for emergency or other extraordinary situations, there shall be no change in the status of the respondent until the appeals process is complete.

5.9 In an emergency or other extraordinary situation, the Vice Provost for Student Affairs or designee shall take such interim disciplinary action as is necessary to appropriately manage an incident pending a hearing by the SCC or a decision on appeal, which shall take place as soon as practicable.

## 6. DISCIPLINARY SANCTIONS

6.1 Disciplinary sanctions may include, but are not limited to one or more of the following:

6.1.1 Reprimand: a verbal admonition and an official written warning, course or grade failure;

6.1.2 Restitution: repair or replacement of property when loss or damage is part of the offense;

6.1.3 Restriction: loss of privileges that are consistent with the offense and the rehabilitation of the student;

6.1.4 Disciplinary Probation: the student is no longer in good disciplinary standing for a specified period of time;

6.1.5 Suspension: dismissal from TC and/or its residence halls for a specified time. Suspension, pending a hearing may be imposed when there is reason to believe the action is necessary to maintain TC operations and/or to protect the safety of individuals;

6.1.6 Expulsion: permanent dismissal from TC and/or its residence halls;

6.1.7 Revocation: withholding or repealing admission, course credit or a degree award;

## 7. COUNSELING, EVALUATION AND TREATMENT

7.1 In some cases of misconduct, such as those committed under the influence of alcohol or other drugs, participation in an evaluation and/or treatment program by an approved counseling service may be a condition of readmission to TC or a condition of continued enrollment.

## 8. DISCIPLINARY RECORDS AND CONFIDENTIALITY

8.1. Records of disciplinary proceedings are maintained by the Vice Provost for Student Affairs. No record of the disciplinary proceedings shall be entered in the student's official College file until a final decision, and if appropriate disciplinary sanctions, are rendered and any appeals are concluded. Disciplinary records shall be maintained as specified in TC's Document Retention Policy.

8.2. All disciplinary proceedings, the identity of individuals involved in particular disciplinary matters, and all disciplinary files, testimony and findings shall be kept confidential to the extent possible.

## 9. STUDENT ORGANIZATIONS

9.1. There are several recognized and approved student organizations at Teachers College in any academic year. To assume a student leadership role in any student organization, a student, as defined above, must be enrolled in a degree program and must be in good academic and conduct standing.

9.2. The Vice Provost for Student Affairs has the authority to restrict any student from membership in a student organization for academic or general misconduct.

9.3. Student organizations are collectively responsible for any action committed by members on behalf of the organization that violates Teachers College policy. Disciplinary action against student organizations is separate from action taken against individuals. Facts of an incident may necessitate action against both a student organization and the individual members of that organization who were found to have violated Teachers College policy. Disciplinary sanctions against a student organization may include, but are not limited to, the dissolution of the student organization.

## COLUMBIA UNIVERSITY RULES OF CONDUCT

Columbia University has separate Rules of University Conduct which apply to all those who visit its campuses or use its facilities. Violations of these Rules can lead to sanctions including the eradication of permission to visit the Columbia University campuses or use of its facilities and suspension or dismissal from Columbia University courses in which a Teachers College student may be enrolled.

For more information please visit: [http://www.essential-policies.columbia.edu/files\\_facets/imce\\_shared/TheRulesOfUniversityConduct.pdf](http://www.essential-policies.columbia.edu/files_facets/imce_shared/TheRulesOfUniversityConduct.pdf)

Responsible Office: Vice Provost for Student Affairs

Effective Date:

Last Updated: August 2018

Last Edited: August 9, 2018

## Student Psychological Wellness Policy

Responsible Office: Vice Provost.  
Last updated November 25, 2015

### **Introduction**

Teachers College seeks to promote student academic progress and personal well-being. We face the reality that suicide is a leading cause of death for college and university students. In addition, suicide, attempted suicide, and suicidal threats may have a significant detrimental effect not only on the involved student, but on others in the campus community.

The College opposes, and strives to eliminate, all forms of personal abuse and violence, whether directed at oneself or others. This Student Psychological Wellness Policy outlines an approach to educate and promote discussion about threats, disruption, self abuse, and violence. It also outlines procedures for crisis intervention and response. All members of the College community are expected to promote a violence-free environment and to observe these policies and procedures.

See the full policy [here](#).

### **Transcript Notations**

The following notations will be placed on transcripts on or after September 1, 2015.

#### **Permanent - remain in perpetuity**

1. "Expelled after a finding of responsibility for a code of conduct violation" – for sexual violence or another crime reportable under the Clery Act.
2. "Dean's Hold" - for disciplinary expulsions that do not require the notation above.
3. "Readmission subject to academic/administrative review: Academic Scholarship" - for academic dismissal when student receives 8 credits or more of C- or lower.

#### **Temporary**

1. "Suspended after a finding of responsibility for a code of conduct violation" – student has been temporarily suspended for sexual violence or another crime reportable under the Clery Act.
2. "Disciplinary Suspension" - student has been temporarily suspended for reason(s) that do not require the notation above.
3. "Academic Suspension" - student has been temporarily suspended for lack of progress to degree.
4. "Withdrawal with pending disciplinary action" – student withdrew while disciplinary charge for sexual violence or another crime reportable under the Clery Act are pending.

In the 4 temporary categories, after a two-year period of absence, the student would be withdrawn as "Failed to Graduate," but the temporary category transcript notation would remain. "Failed to Graduate" would not appear on the transcript. If the student is allowed to register again at the College, the temporary notation would be removed.

#### **Removal of Temporary Transcript Notations**

Students may request removal of a temporary notation by petitioning the Vice Provost for Student Affairs. This request must be in writing and include the rationale for the request. The Vice Provost for Student Affairs, or his or her designee, will review the request and provide a written response within 30 days from the date the request was received.

Revision Note: Adopted [September 1, 2015] to comply with NYS Education Law 129-B.

Responsible Office: Enrollment Services

Effective Date: September 1, 2015

Updated: September 2017

## Transfer Credit

### Transfer Credit

Owner: Vice Provost for Student Affairs

URL: [http://www.tc.columbia.edu/policylibrary/Transfer Credit](http://www.tc.columbia.edu/policylibrary/Transfer%20Credit)

Students may apply for transfer credit upon acceptance at Teachers College. Transfer credit is based on graduate coursework completed at another institution *prior to* enrolling at Teachers College that is then applied toward a Teachers College degree.

Eligibility for transfer credit depends on the student's Teachers College program:

Program	Maximum possible transfer credits
Certificate/ Advanced Certificate	None
Master of Arts	None
Master of Science program requiring fewer than 60 credits	None
Master of Science program requiring 60 credits or more.	30
Doctor of Philosophy	30; 45 for graduate work completed at another Columbia University school.
Doctor of Education	45
Doctor of Education in the College Teaching of an Academic Subject	45

Transfer credit may be awarded only for graduate courses that have been

- (1) completed with grades of B or higher,
- (2) submitted on an official transcript from a regionally accredited institution,
- (3) granted/ assigned graduate credit on the transcript of that institution,
- (4) not applied toward a baccalaureate degree, and
- (5) completed prior to enrollment at Teachers College.

For educational institutions outside of the United States or Canada, a course-by course evaluation is required by World Education Services (WES) as per the policy on admission.

Transfer credit is awarded at the discretion of the Transfer Credit Coordinator and the student's faculty advisor.

For more information please refer to the "Degree Requirements" section of the Catalog, visit the transfer credit website, or e-mail the Transfer Credit Coordinator at [TCTransfer@tc.edu](mailto:TCTransfer@tc.edu).

Responsible office: Enrollment Services

Updated: March 2018



## Visiting Scholars

### Visiting Scholar Policy

Teachers College (TC) welcomes visitors who do not hold academic appointments at the College to come to TC, for a specific period of time, to facilitate their research and to participate in the activities of the College. To accommodate the needs of these individuals and to recognize their contribution to the intellectual life of the College, TC confers **Visiting Scholar** status with limited benefits and privileges according to the policies and procedures described below.

### Eligibility for TC Visiting Scholar Status

Visiting Scholars generally hold a doctorate from a regionally accredited higher education institution in the United States or its equivalent in another country, and are on leave from a full-time faculty appointment at the institution where they are employed. In exceptional cases, a recognized expert in the field may also be nominated for Visiting Scholar status.

In addition, with special approval by the College, Visiting Scholar status may be granted to known practicing professionals, creative artists, former government officials, international officials (from entities such as the UN), leaders of NGOs and TC doctoral alumni and staff who are engaged in research and teaching of special interest to a Teachers College faculty member.

An individual who is not eligible for visiting scholar sponsorship but is currently a doctoral student at a regionally accredited institution within the United States, or its equivalent from a country other than the United States may apply to the College's Visiting Doctoral Student Program. For details, please see the Visiting Doctoral Students Policy at (<http://www.tc.columbia.edu/policylibrary/vice-provost/visiting-doctoral-students-/>)

### Faculty Host

Visiting Scholar status is conferred by the Executive Director of International Affairs on behalf of the Provost and Dean of the College.

An individual who wishes to be a Visiting Scholar must be recommended by a faculty member in whose academic discipline the scholar has an interest. The faculty host must be in residence during the visiting scholar's approved period of stay and is responsible for facilitating mutually beneficial interactions between the Visiting Scholar, faculty colleagues and students. Visiting Scholars are encouraged to participate in scholarly presentations at the College and to present a summary report on their experience at Teachers College. Directors of TC Institutes and members of Senior Staff may also recommend individuals for Visiting Scholar status.

### Applications

A prospective Visiting Scholar must complete an application, available on the Office of International Affairs website (<http://www.tc.columbia.edu/international-affairs/visiting-scholars/forms/>). In addition to the application, prospective scholars must submit the following as PDF attachments to the attention of the program manager, Blessing Nuga ([nuga@tc.columbia.edu](mailto:nuga@tc.columbia.edu)):

1. Plan of research and/or activities at Teachers College (TC) including goals and objectives.
2. Curriculum vitae (CV).

3. SIGNED recommendation letter from your TC faculty host(s) stating the period of visit, the goals and objectives for the visit and detailing any funding, if applicable.
4. Copy of the passport identity and expiration page.

### Administrative Fee

Please note that applications received after February 1, 2017 will be assessed a nonrefundable administrative fee of **USD\$400** for first time applicants and a nonrefundable renewal fee of **USD\$100** for extension applicants. Scholars whose application is approved will receive a link via email to access the online payment site, Cashnet. The Cashnet payment site only accepts credit cards (VISA, Mastercard, American Express, Discover, Masterpass). Scholars unable to pay by credit card may submit payment via wire transfer. Please contact the program manager, Blessing Nuga (nuga@tc.columbia.edu), for the TC wire transfer form. If paying by wire transfer, please allow 1-2 weeks for processing. Also note that some banks may charge an additional fee for international wire transfers; please check with your banking institution to verify this. Please make sure that the email address on your application is correct, as the Cashnet access link will be sent directly to this address.

### Visiting Scholar Privileges at TC

Visiting Scholars receive the following privileges at Teachers College:

- University ID (or UNI) for access to electronic resources and a TC Gmail account.
- Access to Teachers College and Columbia University libraries with some restrictions during periods of examination or special events.
- Auditing of classes with the instructor's permission.
- Attending open lectures.

Upon arrival at Teachers College, all Visiting Scholars must check in with the program manager in the Office of International Affairs. Scholar privileges will be activated following the check in appointment.

Individuals may be granted Visiting Scholar status for up to one year. The designation may be renewed for no more than one additional year with approval of the faculty host and payment of the \$100 renewal fee. "Visiting Scholar" is a courtesy designation and does not signify a formal association with the College. No official records are maintained and no statement of activities is issued.

Visiting Scholars are not compensated and are not eligible for College or University health insurance. Scholars are responsible for arranging their own financial support and insurance. They may receive honoraria for participating in a conference or for giving an occasional lecture *if* they are citizens or permanent residents or, in the case of non-resident aliens, if they have an appropriate visa and the *prior* authorization of the Director of the Office of International Services.

Visiting Scholars may not be compensated from a Teachers College account; given a TC fellowship or reimbursed for expenses without prior approval of the Executive Director of the Office of International Affairs.

Prospective visitors wishing to enroll in classes for credit at TC should request an application for non-degree student status from the Office of Admissions ([www.tc.edu/admissions](http://www.tc.edu/admissions)). Individuals in F-1 or J-1 student status are not granted Visiting Scholar privileges and must be full-time students. Contact the Office of International Services ([www.tc.edu/international](http://www.tc.edu/international)) for more information.

### J-1 Visa Sponsorship for Foreign Nationals

Foreign nationals ordinarily need a J-1 (research scholar category) visa to visit Teachers College. Upon receipt of all documentation required by the U.S. government, the Office of International Services will issue a Form DS-2019 to support the J-1 visa application. Federal regulations require that applicants for J-1 status have sufficient

funds for the period of stay at Teachers College and meet the medical insurance requirements of the U.S. Department of State. The Visiting Scholars Form DS-2019 Application is available from the Office of International Services; this office can provide additional details on complying with these requirements.

Please note that as of May 15, 2015, prospective Visiting Scholars applying for J-1 visa sponsorship from Teachers College are required to demonstrate English Language proficiency.

In addition to checking in with the OIA program manager, all Visiting Scholars on a J-1 visa sponsored by TC must also check-in with the Office of International Services upon arrival to receive a welcome orientation.

An individual interested in Visiting Scholar status should contact:

Ms. Blessing Nuga

Office of International Affairs

Teachers College, Columbia University

Telephone / fax: 212-678-4010

Email: [nuga@tc.columbia.edu](mailto:nuga@tc.columbia.edu)

<http://www.tc.edu/oia/>

**Please note that individuals who do not qualify as a Visiting Scholar or Visiting Doctoral Student are not eligible for visa sponsorship from the College.**

Responsible Office: Provost

Last updated: April 2017

# Contact Information & Travel Directions

## Post Office Address:

Teachers College, Columbia University  
525 West 120th Street  
New York, NY 10027

Telephone: (212) 678-3000  
Fax: (212) 678-4048  
[www.tc.columbia.edu](http://www.tc.columbia.edu)

## Access Services

Office of Access and Services for Individuals with Disabilities  
Tel/Voice: (212) 678-3689  
TTY: (212) 678-3853  
Video Phone: (646) 755-3144  
Fax: (212) 678-3793  
Email: [oadsid@tc.edu](mailto:oadsid@tc.edu)  
[www.tc.edu/oasid](http://www.tc.edu/oasid)

## Admission

Office of Admission  
Tel: (212) 678-3710  
Fax: (212) 678-4171  
Email: [tcinfo@tc.edu](mailto:tcinfo@tc.edu)  
[www.tc.edu/admissions](http://www.tc.edu/admissions)

## Career Services

Career Services Center  
Tel: (212) 678-3140  
Fax: (212) 678-3107  
Email: [careerservices@tc.edu](mailto:careerservices@tc.edu)  
[www.tc.edu/careerservices](http://www.tc.edu/careerservices)

## Doctoral Studies

Office of Doctoral Studies  
Tel: (212) 678-4058  
Fax: (212) 678-3005  
Email: [ods@tc.edu](mailto:ods@tc.edu)  
[www.tc.edu/administration/doctoral](http://www.tc.edu/administration/doctoral)

## Employment

Office of Human Resources  
Tel: (212) 678-3175  
Fax: (212) 678-3178  
Email: [hr@tc.edu](mailto:hr@tc.edu)  
[www.tc.edu/hr](http://www.tc.edu/hr)

## Housing (On-campus)

Office of Residential Services  
Tel: (212) 678-3235  
Fax: (212) 678-3222  
Email: [housing@tc.edu](mailto:housing@tc.edu)  
[www.tc.edu/housing](http://www.tc.edu/housing)

**International Services**

Office of International Services

Tel: (212) 678-3939

Fax: (212) 678-3990

Email: [tcintl@columbia.edu](mailto:tcintl@columbia.edu)

[www.tc.edu/international](http://www.tc.edu/international)

**Payment of Fees**

Office of Student Accounts

Tel: (212) 678-3056

Fax: (212) 678-4139

Email: [StudentAccounts@tc.edu](mailto:StudentAccounts@tc.edu)

[www.tc.edu/studentaccounts](http://www.tc.edu/studentaccounts)

**Registration**

Office of the Registrar

Tel: (212) 678-4050

Fax: (212) 678-3005

Email: [registrar@tc.edu](mailto:registrar@tc.edu)

[www.tc.edu/registrar](http://www.tc.edu/registrar)

**Safety and Security**

Office of Campus Safety & Security

Tel: (212) 678-3098

Fax: (212) 678-3222

Email: [tcsecurity@tc.edu](mailto:tcsecurity@tc.edu)

[www.tc.edu/security](http://www.tc.edu/security)

**Financial Aid**

Office of Financial Aid

Tel: (212) 678-3714

Fax: (212) 678-4089

Email: [FinancialAid@tc.edu](mailto:FinancialAid@tc.edu)

[www.tc.edu/FinancialAid](http://www.tc.edu/FinancialAid)

**How to Get to Teachers College**

- By Bus: Four bus routes include stops at West 120th Street: M4, M5, M11, M104
- By Subway: Take the 1 local subway to the 116th Street Station; walk north on Broadway to West 120th Street. Teachers College is on the north side of West 120th Street, between Broadway and Amsterdam Avenue.
- By Car: The Henry Hudson Parkway (West Side Highway) is convenient to Teachers College. The highway can be reached from most of the main routes entering New York City. Whether driving north or south, leave the West Side Highway at the 96th Street exit; at the first traffic light turn left (north) onto Riverside Drive; at 120th Street turn right and go two blocks east to the College.
- Parking: The following garages in the area will accept outside cars if you phone in advance.
  - E & B Operating Corp.  
137 West 108th Street  
(212) 865-8315
  - Riverside Church Garage  
Riverside Drive & 120th St.  
(212) 870-6736
  - Upper Westside Garage  
234 West 108th Street  
(212) 222-8800

- Park Yorkshire Garage  
151 West 108th Street  
(212) 865-2314
- Morningside Garage  
3100 Broadway  
(212) 864-9877