# South Asia Institute Master of Arts Program

# Student Handbook

# 2017-2018

# Graduate School of Arts and Sciences
# Columbia University

*This booklet is designed to supplement the Graduate School of Arts and Sciences Student Bulletin, Essential Policies for the Columbia Community, The South Asia Institute's M.A. website (http://www.sai.columbia.edu), and other information on GSAS and Columbia University websites. Please use those sources to inform yourself of GSAS policies and procedures other than those contained in this booklet. While every effort has been made to ensure that this booklet is accurate and up to date, it may include inaccuracies or outdated information due to changes that have been implemented after publication.  To verify any of the information contained in this booklet, please contact the South Asia Institute office.*

*All MA students are responsible for familiarizing themselves with and complying with the regulations of the University, of the Graduate School, and of the SAI program. Please be aware that lack of knowledge about GSAS and/or departmental rules and policies cannot excuse students for failure to comply with these regulations.*

**South Asia Institute Office**

213-219 Knox Hall                                          Telephone: 212-854-5514
606 West 122nd Street                                    Fax: 212-854-4639
New York, NY 10027
http://www.sai.columbia.edu

The office is open from 9:30 AM to 5:30 PM Monday through Friday.

**Appointments:** For meetings at times other than those listed below and for meetings regarding complex matters, please contact the SAI office at least a day in advance to make an appointment.

**Contacts**

Katherine Pratt Ewing                                    ke2131@columbia.edu
Professor of Religion                                      212-851-9280
MA Coordinator
214 Knox Hall

William Carrick                                              wac2112@columbia.edu
Associate Director                                          212-854-4565
219 Knox Hall

Annapurna Potluri Schreiber                          ap2494@columbia.edu
Administrative Assistant                                  212-854-5514
213 Knox Hall

# I. ID Card, access to the computer network, and ID security

**Set up your University Network ID (UNI) and password** right away; you use them on SSOL to register for classes and to pay your tuition bills online.  To activate your UNI and Columbia e-mail account, go to **http://uni.columbia.edu.**

Remember that Columbia sends its bills **electronically to your Columbia email address**.

After you have registered for at least one course, the Columbia Card office in 204 Kent can issue you your ID card.

> **DO NOT GIVE** your UNI password, your registration PIN, or your 9-digit Columbia ID number (C00XXXXXX) to anyone.  There is a real risk that someone can use one of these numbers to gain access to your confidential information and to make changes to your university record.

# II. Academic Program

### A.  Degree Requirements – for students admitted beginning Fall 2016

The Master of Arts in South Asia Studies program requires 30 graduate points, as of the Fall 2016 term.  Courses numbered 4000 or higher are graduate courses (with prefix GU or GR).  The program begins with a required introductory course and an exit requirement of a final thesis. Students may enroll in undergraduate courses, such as language courses, but they will not count undergraduate course credit for toward the MA degree.  See the MA check sheet on the MA "Current Students" webpage at < http://sai.columbia.edu/for-current-students>.

As of Fall 2016, students entering the MA program are charged tuition based on the residence unit system. A total of two residence units are required for graduation.  In a given semester, a student may register for a full unit (up to 18 points), a half unit (up to three courses), or a quarter unit (one or two courses).  After completing two residence units, a student must register for extended residence in order to register for additional courses. For more information, see the following GSAS webpages:  http://gsas.columbia.edu/content/residence-unit-and-other-registration-categories and http://gsas.columbia.edu/content/tuition-fees.

Note:  international students must register for at least 12 points to be considered full-time.

Course requirements:

1.  An introductory course addressing the history, culture, religion, or politics of South Asia
2.  Four courses (12-16 points) in a single discipline or an area of specialization (may include one independent study and advanced language courses)
5.  Elective courses (6 - 12 points) in South Asian Studies
6.  Final master's thesis completed in the final term and registered under *SASS GR5990 Research Seminar* or *SASS GR5999 Supervised Individual Research*

See below for example of programs with and without language study.

**Sample program without language study (2 semesters):**
Fall semester:

| | | |
|---|---|---|
| Introductory course | 1 course | (3-4 credits) |
| Courses in discipline of specialization | 2 course | (6-8 credits) |
| Elective | 1 courses | (3-4 credits) |

Spring semester:

| | | |
|---|---|---|
| Courses in discipline of specialization | 2 course | (6-8 credits) |
| Elective: | 1 course | (3-4credits) |
| Capstone paper/thesis seminar SASS G4990: | 1 course | (3-4 credits) |

**Sample program with advanced language study (2 semesters):**
Fall semester:

| | | |
|---|---|---|
| Introductory course | 1 course | (3-4 credits) |
| Advanced language (at 4000+ level) | 1 course | (3-4 credits) |
| 1 Course in specialization related to language | 1 course | (3-4 credits) |
| 1 elective in another discipline | 1 course | (3-4 credits) |

Spring semester:

| | | |
|---|---|---|
| Advanced language at 4000+level | 1 course | (3-4 credits) |
| 1 course in specialization related to language | 1 course | (3-4 credits) |
| 1 elective in another discipline | 1 course | (3-4 credits) |
| Capstone paper/thesis seminar SASS G4990: | 1 course | (3-4 credits) |

**Sample program with beginning language study (4 semesters):**
Year 1 fall semester:

| | | |
|---|---|---|
| Introductory course on South Asia | 1 course | (3-4 credits) |
| Elementary language I | 1 course | (5 credits) |
| 1 course in specialization | 1 course | (3-4 credits) |
| 1 additional elective optional | 1 course | (3-4 credits) |

Year 1 spring semester:

| | | |
|---|---|---|
| Elementary language II | 1 course | (5 credits) |
| 1-2 courses in specialization | 1-2 courses | (3-8 credits) |
| 1-2 additional electives | 1-2 courses | (3-8 credits) |

Year 2 fall semester:

| | | |
|---|---|---|
| Intermediate language I | 1 course | (5 credits) |
| 1-2 courses in specialization | 1-2 courses | (3-8 credits) |
| 1-2 additional electives | 1-2 courses | (3-8 credits) |

Year 2 spring semester:

| | | |
|---|---|---|
| Intermediate language II | 1 course | (5 credits) |
| 0-2 courses in specialization | 0-2 courses | (0-8 credits) |
| 1-2 Electives | 1 course | (3-8 credits) |
| Capstone paper/thesis seminar SASS G4990: | 1 course | (2-4 credits) |

**Sample program with intermediate language study (3 semesters):**
Year 1 fall semester:

| | | |
|---|---|---|
| Introductory course on South Asia | 1 course | (3-4 credits) |
| Intermediate language I | 1 course | (5 credits) |
| 1 course in specialization | 1 course | (3-4 credits) |
| (1 additional elective optional) | (1 course | (3-4 credits)) |

Year 1 spring semester:

| | | |
|---|---|---|
| Intermediate language II | 1 course | (5 credits) |
| 1-2 courses in specialization | 1-2 courses | (3-8 credits) |
| 1-2 additional electives | 1-2 courses | (3-8 credits) |

Year 2 fall semester:

| | | |
|---|---|---|
| Advanced language I | 1 course | (3-4 credits) |
| 1-2 courses in specialization | 1-2 courses | (3-8 credits) |
| SASS G4999 Supervised Individual Research | 1 course | (2-4 credits) |

## B. Degree Requirements – 36 points, for students admitted before Fall 2016

For students admitted before Fall 2016, the Master of Arts in South Asia Studies program requires 36 points, of which 30 points must be graduate level. Courses numbered 4000 or higher are graduate courses (with prefix GU or GR). The program begins with a required introductory course and an exit requirement of a final thesis. There is no language requirement, but advanced language courses and up to six credit points in courses at the intermediate level in an appropriate language may be credited toward the MA degree in South Asian Studies.

Students admitted before Fall 2016 must register on a per-point basis. **Full-time** students take at least 12 credit points (usually four courses) per term. **Part-time** students may take fewer than 12 points per term. All students must complete the requirements for the degree within five years of entering the program.

***With permission from the MA Coordinator, students admitted before Fall 2016 may elect to follow the new degree structure*** (see check sheets on the MA program website), and graduate with 30 points, but all students admitted before Fall 2016 must register under the per-point tuition system.

## C. Courses

The list of South Asia courses pre-approved for the M.A. program is compiled from graduate-level courses selected from GSAS departments in the humanities and social sciences (GU or GR courses) and the School of International and Public Affairs. The list is posted on the SAI website on the page "Current Students." MA students may not enroll in courses whose numbers begin with UN or BC. Some "UN" undergraduate courses, such as "History of South Asia I," have GR course numbers and sections for graduate students to receive graduate credit. Normally only one independent study course may be applied toward the MA degree.

For students following the 36-point degree structure, no more than six credits of 3000-level courses may count toward an MA degree.

Select courses with an eye toward your requirements as well as your interests, and discuss your choices with the Program Coordinator.  The online Directory of Classes indicates whether permission is needed to register.  Instructor permission is usually required when the class size is limited or when the course requires a specialized background or advanced preparation.
The South Asia MA program has mandatory degree requirements that are specified on the program checklist. You should bring an up-to-date checklist with you when consulting with the MA Program Coordinator, in order to keep track of your degree progress.

### D.  Transfer Credit

MA students are not allowed to transfer any credit from another university.   A maximum of 15 points in graduate post-baccalaureate courses taken at Columbia as a non-matriculated student may be accepted in partial fulfillment of the requirements for the degree if the courses are applicable to the South Asia program and if the courses have not been used to satisfy any other degree requirements.  Transfer credit must be approved by the MA coordinator. Transfer credit may also partially fulfill the Residence Unit requirement.  Once students are enrolled, they must complete all courses for the M.A. at Columbia. Students are encouraged to request possible transfer credit early in their studies so they may plan their program requirements and courses accordingly.

### E.  Special Courses for MA Students

*SASS GU4100: Anthropological Approaches to South Asia* (four points). This course examines how anthropology and ethnographic research have shaped our understanding of South Asia and how the complexities of South Asia have shaped anthropology as a discipline. The course will focus on contemporary issues and theoretical approaches, contextualizing these approaches by considering how these have evolved from earlier anthropological questions.

*SASS GU4998  Directed Readings* (two to four points)  This course number may be used for individual reading and research under the supervision of a Columbia faculty member, with the written permission of the faculty member and the MA coordinator.

*Courses to be used **ONLY** for writing the MA thesis:*

*SASS GR5990: South Asia Research Seminar* (two to four points)
This course is designed for SAI MA students writing the thesis.  The seminar provides a structured opportunity to do research and write in stages, to review and discuss one's work, and to receive constructive advice on writing.  Students must submit the proposal for their final thesis to the MA coordinator in order to be registered in the course.  This course is only available in the spring term and is **required** if offered in the student's final semester.  The student must also have a thesis supervisor.

*SASS GR5999 Supervised Individual Thesis Research* (two to four points) is the method of writing the thesis as an independent study under the supervision of a faculty member (thesis supervisor).  The student must have one supervisor.  A second supervisor is optional if the guidance and advice of a second supervisor is wanted or the thesis spans different academic disciplines.  Supervised Individual Research is available in the fall, spring, and summer terms.  This course may be taken **only** in the student's final semester of study and is to be used only for writing the MA thesis.

### F. Thesis

The final thesis is a work of substance and length (approximately 50 pages not counting bibliography and notes) requiring research that draws together ideas developed during a candidate's interdisciplinary studies. Students should begin thinking about their topic early in the program. Further course work and research will develop, improve, and probably alter the original concept by the time one begins to write. The thesis is written as part of the thesis-writing seminar when offered. A written proposal is submitted to a professor who must approve the topic and agree to serve as a supervisor before the project can begin. The proposal—about 1,000 words long— should contain a statement of the problem, the nature of the resources to be used, plans for analysis, a bibliography, and a timetable for the project's completion. Proposals may be altered as required during the process.  Once the thesis is completed and evaluated by the faculty supervisor(s), a final copy is deposited with the SAI program. **The degree will be granted only after the thesis is deposited with the SAI program and approved by the MA coordinator.**

Thesis guidelines, including proposal and final thesis deadlines and requirements, are available from the SAI office and website.  Theses of SAI graduates are also available in the SAI office, and students are encouraged to look through them for insight and inspiration on the thesis-writing process.

### G. Academic Progress and Special Marks

Academic progress is determined by the successful completion of courses required for the degree. South Asia M.A. candidates must maintain an average of B (3.00) or better and make continual progress toward the completion of the degree to remain in good standing.  Academic records are reviewed each term to determine whether candidates are making satisfactory progress.

Those who do not maintain a satisfactory average or continued academic progress may be placed on probation or dismissed from the program.

Students who receive a grade of IN (Incomplete) or CP have one semester to complete work for the course and receive a letter grade.  After one semester, the IN becomes an F.

### H. Academic Integrity and Responsible Research

Students should be aware that academic dishonesty (for example, plagiarism, cheating on an examination, or dishonesty in dealing with a faculty member or other University official) or the threat of violence or harassment are serious offenses and will be dealt with severely (see http://www.columbia.edu/cu/gsas/sub/bulletin/policies/conduct/discipline.html). Graduate students are expected to exhibit the high level of personal and academic integrity and honesty required of all members of an academic community as they engage in scholarly discourse and research. Scholars draw inspiration from the work done by other scholars; they argue their claims with reference to others' work; they extract evidence from the world or from earlier scholarly works. When a student engages in these activities, it is vital to credit properly the source of his or her claims or evidence. To fail to do so violates one's scholarly responsibility.  In practical terms, students must not cheat on examinations, and deliberate plagiarism is prohibited. Plagiarism includes buying, stealing, borrowing, or otherwise obtaining all or part of a paper (including obtaining or posting papers online); hiring someone to write a paper or complete research; copying

from or paraphrasing another source without proper citation or falsification of citations; and building on the ideas of another without citation. **Students also should not submit the same paper to more than one class.**

Students are responsible for proper citation and paraphrasing, and must take special care to avoid even accidental plagiarism.  The best strategy is to use great caution in the handling of ideas and prose passages: take notes carefully and clearly mark words and ideas not your own.   Failure to observe these rules of conduct will result in serious academic consequences, which can include dismissal from the university.

Students engaging in research must be aware of and follow university policies regarding intellectual and financial conflicts of interest, integrity and security in data collection and management, intellectual property rights and data ownership, and necessary institutional approval for research with human subjects and animals.

## I.   Research with Human Subjects

All proposals for research by graduate students that involve human subjects, including surveys and interviews, **must** be submitted for review to Columbia's Institutional Review Board (IRB), whether or not the student believes that approval will be necessary.  The IRB encourages consultation at all stages of the research process. For an appointment, please call 212-851-7040. For more information, visit the IRB website at http://www.columbia.edu/cu/irb/.

# III. Registration

You can register for many of your classes online. You should register as early as possible to get the widest selection of courses.  See below for directions on how to pick courses.

**Registration dates:**

**August 1-4, 7-11, 22-24, and 29-31, for Fall 2017**; and **November 20-22, December 4-8, January 3-12 for Spring 2017:** All students have specific appointment times online.  During the advance registration period you need to register for at least one course to avoid a late registration fee.  Incoming students register during orientation.

**September 5-15 for Fall 2016**; and **January 16-26 for Spring 2017**: Change of program (or add/drop) period.  You may add, drop, or change courses during this period without an additional fee.  If you register for the *first time* during this period, you will be required to pay a late registration fee.

After the add/drop period, you will be charged full tuition for any course dropped.

## A.  Getting ready to register

Complete registration information can be found at http://www.columbia.edu/cu/registrar/. Students can register online at Student Services Online (SSOL) or in person at the Registrar's office (205 Kent Hall).

- Find a course on the web
A list of pre-approved courses for the SAI M.A. program is distributed at orientation and is posted on the "For Current Students" page on the SAI website at <http://www.sai.columbia.edu/for-current-students>.  A wider list of all undergraduate and graduate classes can be found on the SAI website under the main menu item, "Course Lists." These are only some of the courses available to you.  Use the *Directory of Classes* (at http://www.columbia.edu/cu/bulletin/uwb/) to supplement this course list, to look for more options, and to check for last-minute changes, such as class location.

- Note the call number (5 digits long) for each course for which you wish to register.
- Contact the MA coordinator to discuss your courses.  Without prior approval from the Program Coordinator, you may not get credit toward the degree for a course.
- Obtain signatures on an add/drop form from SAI or the instructor for courses that require permission.  Students may also receive permission in writing via email.
- Find your appointment time to register online (not everyone registers at the same time) on Student Services Online (SSOL).

> Note: Students admitted before Fall 2016 may count no more than six credits of 3000-level courses toward the MA degree. Students admitted in Fall 2016 or after may not count any 3000-level courses toward the MA degree.

## B.  To register for a course online

You need your UNI, UNI password, PIN, and 9-digit Columbia ID number to register.   You can find your PIN at Student Services Online (https://ssol.columbia.edu).

During your appointment time, go online to Student Services Online (SSOL).  If you go online before your appointment time, the system will remind you of your next appointment.

> NOTE: Incoming MA students must register for Residence Units[KE1].
> Students admitted before Fall 2016 do not register for Residence units.

## C.  To register for a course that requires instructor/department permission

For courses that you cannot be added via SSOL, and require instructor or departmental approval, students should complete the paper Registration Adjustment Form and bring it to the GSAS Office of Student Affairs in 107 Low Library.  The Registration Adjustment Form may be found on-line at http://gsas.columbia.edu/content/adding-and-dropping-courses.
[KE2]

## D.  Cross-registration in other schools

For courses in other schools, students must follow cross-registration protocols for the school that has listed the course.  See the general Information page on the Registrar website at http://registrar.columbia.edu/content/cross-registration.  In addition to the target school's procedures, GSAS students should complete the paper Registration Adjustment Form and bring it

to the GSAS Office of Student Affairs in 107 Low Library. The Registration Adjustment Form may be found on-line at http://gsas.columbia.edu/content/adding-and-dropping-courses.

Each School may have its own rules and procedures for cross-registration which can be found on the school's website. For example, see the following page for Law School procedures: http://web.law.columbia.edu/registration/cross-registration.

SIPA classes may be limited to SIPA students until after the term begins, and opened up to non-SIPA students if or when the classes have seats available. Students can monitor the availability of SIPA courses at < http://bulletin.columbia.edu/sipa/registration/#crossregistrationtext>. The page will be updated regularly as classes are either closed or opened up to non-SIPA students. Some SIPA classes are instructor-managed via the wait-list feature on SSOL.

### E. Directory of Classes

Much course information is available in the online Directory of Classes at http://www.columbia.edu/cu/bulletin/uwb/. The fields "Approvals Required" and "Note" tell you whether permission is required. To read a description of a course or for information on permissions, click on the link to the department and follow the listed instructions. Note that 4000-level courses may be listed on department websites under undergraduate courses, but they are open to graduate students as well as undergraduates and are considered graduate-level courses by the university. For complete information and a course description, click on the "Section" for the class.

## REGISTRATION and ACADEMIC CALENDAR[KE3]

### Fall 2016

| | |
|---|---|
| August 1-4, 7-11, 22-24, 29-31 | Advance registration for second year students |
| August 29-31 | Advance registration for incoming Fall students |
| August 30 | GSAS Orientation |
| September 1 | Deadline to apply for October 2017 graduation |
| September 4 | University holiday – Labor Day |
| September 5 | First day of classes, Fall 2017 term |
| September 5-15 | Late registration and change of program (add/drop) period; late fee for first registration |
| September 15 | Last day for full refund for dropped courses |
| October 10 | Last day to drop a course (with no tuition refund) |
| November 1 | Deadline to apply for February 2018 graduation |
| November 6 | Academic holiday – no classes |
| November 7 | Election day – no classes |
| November 20-22 | Advance registration for spring term |
| November 22-24 | Thanksgiving recess, no classes, university closed |
| December 1 | Deadline to apply for May 2018 graduation |
| December 4-8, | Advance registration for spring term |
| December 11 | Last day of classes, Fall semester |
| December 12-14 | Study period |
| December 15-22 | Final exam period |
| December 23 – January 15 | Winter recess |
| December 25-26 | University offices closed. |
| December 30 | Deadline to submit outstanding work for Spring 2017 and Summer 2017 incompletes |

### Spring 2017

| | |
|---|---|
| January 1-2 | University offices closed. |
| January 3-12 | Advance registration |
| January 15 | Martin Luther King Day, university closed |
| January 16 | First day of classes, Spring 2018 term |
| January 16-26 | Late registration and change of program (add/drop) period; late fee for first registration |
| January 26 | Last day for full refund for dropped courses |
| February 20 | Last day to drop a course (with no tuition refund) |
| March 12-16 | Spring break recess, no classes |
| April 16-20 | Advance registration for summer and fall terms |
| April 30 | Last day of Spring 2018 classes |
| May 1-3 | Study days |
| May 4-11 | Final exams |
| May 16 | University commencement |
| May 28 | Memorial Day, university closed |
| June 30 | Deadline to submit outstanding work for Fall 2017 incompletes |

# IV. Registration Policies and Procedures

## A. Holds

If you cannot register for a course, it may be that an office has placed a hold on your record that prevents you from registering. The reasons for holds vary; financial holds (non-payment of bills), library holds, and dean's holds are most common. Once you have determined which office placed a hold on your record (listed on SSOL), go to that office to resolve the matter; only the office that placed the hold can remove it.

## B. Enrolling in a full course

If a course is full, it is listed as such under "Enrollment" in the online Directory of Classes. Attending a course without officially registering, whether the course is full or not, even if the instructor has given you permission to attend, DOES NOT constitute enrollment. Without the department's permission, the Registrar cannot register a student in a full class.

## C. Late registration and fees

A **$50 late fee** is charged to those who register for the first time after the regular registration period, *during* the first two weeks of the semester. A **$100 late fee** is charged to those who register for the first time *after* the first two weeks of the semester. **To avoid late fees** enroll in at least one course the week prior to term and then complete all drop and add courses during the change of program period.

## D. Dropping a course and deadlines for refunds

Mentioning to the instructor that you are dropping the course or ceasing to attend class DOES NOT constitute officially dropping a course, and it will result in a failing grade in the course. Also, you will remain responsible for all tuition charges and any related late payment fees.

For the first two weeks of classes, you may drop a course with full tuition refund online, or after the first two weeks by using the Registration Adjustment Form at <http://gsas.columbia.edu/content/adding-and-dropping-courses>. After the add/drop period you will be charged full tuition for any course you drop. See the Academic Calendar (above) for the last day to drop courses (without a tuition refund).

**International Students dropping below 12 credit points** will lose their student visa and will lose their right to apply for or remain in Columbia housing.

**Domestic students dropping below 12 credit points** will lose their right to apply for or remain in Columbia housing. In addition, you must be registered in at least six credits each term to be eligible for most Federal student loans. If you plan on going to school part-time, be sure to contact a financial aid officer in 107 Low Library.

### E. Auditing courses and pass/fail

There is no formal audit procedure at Columbia. Courses may be taken for a grade of R, which is does not evaluate work completed for the course with the usual letter grades. The 'R" option requires instructor permission. A student who elects to take a course for R credit must meet all course requirements other than the final examination, unless the instructor states otherwise in writing, preferably in the form of an email to the student. When a student chooses to take a course for R credit, but does not satisfactorily fulfill the agreed upon conditions for receiving R credit, the instructor may award the mark of IN, UW, or F, depending on what the instructor deems appropriate. The decision to register for an "R" grade is irreversible. The course and grade will appear on all transcripts.

Courses with a grade of R or Pass/Fail **do not count** toward the South Asia Studies degree, but will count toward the residence unit calculation. Students who pay per point pay the same tuition as they would for any non-audited course. To register for a pass/fail, you must register via SSOL before the late registration period ends. After the late registration period, an "R" grade must be negotiated with the instructor who will submit the grade at the end of the term.

### F. Time conflicts

Students cannot take two or more classes whose scheduled times are the same, or which overlap by as little as one minute, without the written permission of the MA coordinator.

### G. Leaves of Absence

Many reasons may compel students to discontinue their studies temporarily. A leave of absence allows a student who must interrupt his or her studies for a compelling reason—for example, a sustained medical condition that prevents attendance or a personal matter requiring absence from campus—to be exempt from the Continuous Registration requirement. Leaves will not be granted retroactively.

Students who intend to take a leave of absence must submit a Request for a Leave of Absence to the Office of the Dean. See http://gsas.columbia.edu/content/leaves-absence for the form, and more information. Until students are notified by the Office of the Dean that the leave has been approved, they should assume that they are registered and will be expected to fulfill their academic and/or financial responsibilities, including completing course work. Students who wish to request a leave of absence must complete a leave of absence form and submit it to 107 Low Library with any necessary supporting documentation.[KE4] Time on official leave does not count toward the five years allotted to complete the degree.

When planning to return to Columbia, students on official leave should keep the MA Coordinator advised of their schedule and plans to enroll. Students who have left without officially submitting leave of absence forms must apply for reinstatement. Students returning from leave register during the registration period immediately before the semester (August for fall, January for spring). Students returning from an approved leave of absence should submit the Return from a Leave of Absence form six weeks before the start of the semester in which they wish to return. See

.  Students who have decided not to return from a leave of absence should notify the university that they are withdrawing from the degree program.

### H. Withdrawal

A student in good academic standing who is not subject to discipline will always be given an honorable discharge if he or she wishes to withdraw from the University. Withdrawal is the act of formally giving notice that one is leaving the University without intending to return at a future time. Students who intend to withdraw from the University must submit a Request for Withdrawal to the GSAS Office of Student Affairs. Until students are notified by GSAS that the withdrawal has been approved, they should assume that they are registered and expected to fulfill their academic and/or financial responsibilities, including completing course work. For the Withdrawal form and policies, see <http://gsas.columbia.edu/content/withdrawal>.

Any student withdrawing must notify the MA coordinator in writing.  The approval of the Associate Dean is required for all withdrawals. The student's responsibilities, academic and financial, continue in all courses for which the student has registered until the withdrawal has been approved and accepted. Tuition is refunded on a percentage basis depending on the week in which official withdrawal occurs, as per the Registrar policies.  Application fees and late fees are not refundable.  For refunds related to health services and health insurance, students should contact Health Services.

# V. MMR immunization and meningitis vaccination

**All students are subject to two immunization requirements.**
See http://health.columbia.edu/about/immunization-requirements#Immunization_Requirements for details and information on how to comply.

# VI. Financial Aid

**Foreign Language and Area Studies (FLAS) Fellowships:** MA students who will study a South Asia language as part of their program may be eligible to apply for a Foreign Language and Area Studies (FLAS) Fellowships, which are awarded by the South Asia Institute, through the U.S. Department of Education.  FLAS awards can be for Academic Year study at Columbia, or for intensive summer language study in the U.S. or abroad. SAI is authorized to award FLAS for the study of Intermediate or Advanced Bengali, Hindi, Persian, Punjabi, Tamil and Urdu. Other modern South Asia languages (Marathi, Sinhalese, Telugu, etc.) can be authorized for summer study with the approval of the Institute and the Department of Education. Academic Year awards consist of $18,000 tuition and a stipend of $15,000. Summer awards cover tuition up to $5,000 and a stipend of $2,500. The annual Academic Year FLAS competition at Columbia is open to students in GSAS, SIPA, and Teacher's College, and the Schools of Business, Journalism, and Law. All Academic Year fellows must enroll in one language class and one area studies class in both the fall and spring semesters. The annual Summer FLAS competition is open to all graduate students in all Columbia schools. You must be a U.S. citizen or permanent resident in order to apply. For information and general guidelines, please see the full announcement guidelines on the SAI

website. The Summer and Academic Year deadline is late February to early March. All applicants must apply on-line, via the GSAS Internal Fellowship application pages.  Applicants must submit the FAFSA to be eligible for FLAS.  Contact Associate Director William Carrick wac2112@columbia.edu if you have questions about the FLAS program.

**Federal Work-Study, Loans, and on-campus employment:** Students applying to the MA program may be eligible for both federal work-study and loan programs. Please visit the Graduate Financial Aid page on the Student Financial Services page for detailed information about eligibility, direct loans, work-study, etc. Work-study, and non-work study positions are available at the South Asia Institute and across the entire Columbia campus. Work-study policies and Job listings for campus employment can be found here[KE5].

**Fulbright Program:**  Incoming International students may be eligible to apply for the Fulbright Foreign Students program.  See their website for details about eligibility and application at <http://foreign.fulbrightonline.org/>.  Many U.S. Embassies and Consulates abroad have a Fulbright Officer or other staff available to advise applicants for the Fulbright program, and country-specific information about the program on their respective websites.

**Other scholarships and funding:** International students who are enrolled in the MA Program and are citizens of India may be eligible to apply for funding from the Taraknath Das foundation. Applicants must have completed one year of graduate study and must hold an Indian passport. Incoming students are not eligible to apply - you must have completed the first year of study in the MA program to be eligible. The application deadline is August 1 for study in the subsequent Academic Year, September to May. About four awards of up to $3,500 are given out per year. Additional information about the Taraknath Foundation and an application form can be found on the South Asia Institute website.

A small number of highly qualified incoming MA students receive partial tuition scholarships that are funded by SAI and the Graduate School.  Applicants will automatically be considered for these competitive awards; there is no separate application process.

**Funds for conference travel:**  Students may apply to the Graduate Student Advisory Council for up to $500 for individual travel grants to defray the costs associated with presenting their work at academic or professional conferences and workshops.  More information on this competitive award can be found at **http://www.columbia.edu/cu/gsac/travel_grants.html**

# VII. Student Life

**SAI Colloquium series**: The South Asia Institute hosts a colloquium series and other events during the academic year that bring leading scholars of South Asia to Columbia from across the US, Europe, and South Asia.  Many of these events take place on Mondays at 4pm, and are followed by an informal reception attended by the speaker, South Asia faculty, and students from other programs. MA students are encouraged to attend the colloquium lectures and to participate in other activities and conferences hosted by the Institute in order to familiarize themselves with the scholarly field of South Asia studies, and to meet the speakers and other graduate students working on South Asia in other departments and schools.  You will find the colloquium schedule on the

website under "Upcoming events." You will receive notices via the SAI listserv about SAI events and other events) of interest to South Asia scholars, on campus and around New York.

In addition to providing a set of rules and regulations for M.A. students, the web pages of the Graduate School of Arts and Sciences include links to valuable information regarding various aspects of life at Columbia. Check them for information on everything from housing to late-night shuttle bus service on Morningside Heights.

Although many students spend only a few hours each week on campus, all are members of the Columbia University community and are encouraged to participate in University organizations and activities. We urge you to become involved in campus activities, and to help your GSAS colleagues plan panel discussions, cultural events, off-campus trips, and other social activities. The Graduate Student Center and lounges in Philosophy Hall are open to all GSAS graduate students and are an formal and informal space for student interactions and information sharing.

**The Graduate Student Advisory Council (GSAC)** is a student government organization at Columbia University. Council membership consists of student-elected departmental representatives from the PhD and free-standing MA programs of the Graduate School of Arts and Sciences. For more information, please visit http://www.columbia.edu/cu/gsac/.


# VIII. Email and Student Services Online

### A. E-mail

All students must create a Columbia e-mail account. Columbia e-mail policy specifies that Columbia sends official communication by email and that students must check e-mail on a frequent and consistent basis. Please note that a student's failure to read University communications in a timely manner does not absolve that student from knowing and complying with the content of such communications.

Your Columbia e-mail address is linked to your University Network ID (UNI) and password, which you will use often for a wide range of Columbia University digital services. For your convenience, your Columbia e-mail can be configured to auto-forward to another email address. Visit "Manage my UNI" at <http://cuit.columbia.edu/cuit/manage-my-uni>.

Please familiarize yourself with Columbia's IT policies at http://www.columbia.edu/cu/policy/. Unauthorized attempts to gain access to any account or system not belonging to you on any University system or on any system outside the University network are not permitted. No University system or network may be used for any purpose or in a manner that violates University statutes or policies or federal, state or local law.

### B. SSOL – Student Services On-Line: **https://ssol.columbia.edu/**

The Student Services On-Line system (SSOL) is a helpful information center for Columbia students. From the SSOL main menu, you can navigate to screens that allow you to view your grades, your schedule, your billing information, your registration appointments, and holds on your

record. You may also register for courses, pay your account, and change your contact information on SSOL.

# IX. Important office and contact information

Columbia University
    Information Technology (CUIT)
202 Philosophy Hall
askcuit@columbia.edu
(212) 854-1919

Career Education Center
Lower Level, East Campus
cce@columbia.edu
(212) 854-5609

GSAS Financial Aid
107 Low Memorial Library
scp3@columbia.edu
(212) 854-6725

Health Services
John Jay Hall and Wien Hall
health@columbia.edu
(212) 854-2284 (general questions)
(212) 854-3286 (insurance)

Disability Services
Lerner Hall, 7th Floor
212-854-2388
www.health.columbia.edu

Dodge Fitness Center
212-854-7149
www.gocolumbialions.com

The Columbia Card Center
204 Kent Hall
idcard@columbia.edu
(212) 854-5883

International Students and Scholars
    Office (ISSO)
525 Riverside Drive
isso@columbia.edu
(212) 854-3587

Student Services Center
205 Kent Hall
http://askus.columbia.edu
(212) 854-4400

Libraries
212-854-7309
www.columbia.edu/cu/lweb

LGBT Resources
http://gendersexualityhealth.org/LGBT/ColumbiaLGBTGuide.html

See the Columbia University online directory and the GSAS website for additional offices and contact information.

**The material in this handbook, which does not include all regulations and procedures pertinent to MA students, should be read in conjunction with:**

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*Graduate School of Arts and Sciences Student Bulletin:*
http://www.columbia.edu/cu/gsas/sub/bulletin/site/map/index.html

*Essential Policies for the Columbia Community:* http://facets.columbia.edu/

Columbia Home page, Resources for Students: http://www.columbia.edu/content/students.html

*And any other information on GSAS and Columbia University websites.*

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