

MBA Student Handbook

2014 - 2015



Auditing

Auditing electives is permitted under two conditions:

1. There must be capacity in the course. Please contact the Office of Student Affairs to check on capacity. Courses at capacity after add/drop will not allow auditing.
2. The professor must approve. It is at the professor's discretion whether auditing will be allowed. Audited courses do not appear on the transcript and no credit is earned. Student may not first audit a course and then take the same course for credit in a subsequent semester. Some courses are not open to auditing; please contact the Office of Student Affairs for more details.

Assignment types

Assignments at the business school come in different varieties based on professor preferences. This chart explains the breakdown of the assignment types.

Type	Designation	Discussion of concepts	Preparation of submission	Grade
A	Group/group	Permitted with designated group*	By the group	Same grade for each group member
B	Group/individual	Permitted with designated group*	Individually <i>No sharing of any portion of the submission.</i>	Individual
C	Individual/individual	None of any kind	Individually	Individual
D	An optional additional category to be defined in detail by the individual faculty member.			

**The designated group is either the assigned learning team or a self-selected one used for the duration of the course. The individual faculty member will clarify which is to be used.*

Final Examinations

Students are expected to take final examinations as scheduled. Exam schedules are posted under the MBA selection guide on BOSS. Scheduling conflicts must be discussed with the Office of Student Affairs before the exam date.

The Columbia Business School exam policy states that students are expected to take their exams when they are scheduled, with the exception of the following situations:

OSA-administered core and elective exams may be rescheduled for the following reasons:

- Exam conflict, defined as either:
 - 1) two final exams scheduled at the same time
 - 2) three or more final exams scheduled within a two-day period (this does not apply to in-class exams)
 - 3) two exams that occur on the same day when one exam is scheduled to last for 4.5 hours or more

- Religious observance
- Personal, medical, and family emergencies. Documentation is required for medical absences.
- Military service
- Court appearances, such as jury duty
- Some family/special event travel requests

Full-time MBA students should e-mail requests to reschedule exams to mbaexamconflicts@gsb.columbia.edu.

Questions regarding the policy should be directed to the Office of Student Affairs at osa@gsb.columbia.edu. Perceived conflicts not outlined here will be evaluated on a case-by-case basis. Students with conflicts should contact the Office of Student Affairs at the beginning of the term, but no later than four weeks before the scheduled exam date.

Grading

The grading system at Columbia Business School is on a 10.0 scale. For all courses:

- H** (Honors) = 10.0
- HP** (High Pass) = 7.0
- P1** (Pass) = 4.0
- LP** (Low Pass) = 1.0
- F** (Failure) = 0.0

The use of plus (+) and minus (-) will be allowed to be added to any grade except LP (and will have a standard weight of 0.99). When a forced curve is in place in the core, the number of pluses (+) added within **each grade** will be equal to or less than the number of minuses (-).

- **P1** (Pass): The P1 grade was created to distinguish between a P given for Pass/Fail courses within other divisions of the University.
- **F** (Failure): A failed core course must be repeated; a failed elective may either be repeated or replaced by another. The grade is final and not subject to reexamination; it remains on the transcript with the new grade of the repeated course.
- **W** (Withdrawal): Students may officially withdraw from a course within two weeks after the end of the add/drop period. The course will remain on the transcript with a grade of W. A grade of W has no numerical weight and is not included when calculating GPA; however it is included when calculating the pace of completion.
- **IN** (Incomplete): Those who are on track to satisfactorily meet course requirements but who have not completed certain assigned papers or reports (postponed for exceptional reasons satisfactory to the instructor), including the final exam, may receive an IN. If the required work is not completed by the end of the following term, whether the student is registered or not, the IN automatically converts to an F.

Points associated with the H scale are as follows:

H+	11	P1+	5
H	10	P1	4
H-	9	P1-	3
HP+	8	LP	1
HP	7	F	0
HP-	6		

Grading Curve

There is a forced grade distribution in core courses and a recommended elective distribution. **Please note:** Grades of P appear on the transcript as P1 to differentiate from the Pass (P)/Fail (F) grading scale. +/- may be used in core grades with the following restrictions: there is no H+ in the core and the number of pluses must be equal to or less than the number of minuses.

Core Grade Distribution

H	25 - 30%
HP	55 - 65%
P1, LP and F	10 - 15%

Recommended Elective Grade Distribution

+/- may be used with elective grades without restrictions. The grade of H+ is permitted in electives but strictly limited to 2% of the class enrollment, rounded up to the nearest integer.

H	less than or equal to 50%
P1, LP, and F	equal to or greater than 5%

Course Evaluations

The Samberg Institute for Teaching Excellence manages the course evaluation process. At the conclusion of each course, students will complete an online course evaluation form providing feedback on the course and the instructor. This information is very useful to both the professor and to the School. To assist students in choosing electives, archival course evaluation summary data for elective courses is posted online on the Samberg Institute web site for students to view. Evaluations for each course can also be seen by clicking the "View course evaluation" link provided on individual course description pages provided here: <https://www8.gsb.columbia.edu/courses/mba>.

Academic Honors

Dean's List

Dean's List is awarded after the first term to all students who achieve a 9.0/10.0 weighted grade point average (GPA) or higher. In subsequent terms, Dean's List will apply to all students who achieve at least a 9.25 weighted GPA for the term. Students must take a course load of 12 credits or more in order to qualify for Dean's List.

Graduation Honors

There are two kinds of graduation awards. Dean's Honors is awarded to the top 25% of the class based on cumulative GPA. Dean's Honors and Distinction is awarded to the top 5% of the class based on cumulative