Islamic Studies
Master of Arts Program (ISMA)

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 and related information at http://gsas.columbia.edu/students as well as information found on the Middle East Institute’s website (http://www.mei.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While every effort has been made to ensure that this booklet is accurate and up to date, it may include inaccuracies or outdated information due to changes that have been implemented after publication.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 Islamic Studies MA Coordinator at the Middle East Institute.

All MA students are responsible for familiarizing themselves with and complying with the regulations of the University, of the Graduate School, and of the Islamic Studies 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.
The Islamic Studies MA program is administered by the Middle East Institute at Columbia.

**Middle East Institute**

303 Knox Hall
606 West 122\(^{nd}\) Street
New York, NY 10027
http://www.mei.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 MEI office at least a day in advance to make an appointment.

**Staff**

Kathryn Spellman-Poots
MA Advisor, ISMA
Office hours: by appointment

Astrid Benedek
Associate Director, MEI
301 Knox Hall

**Office hours:**
- Kathryn Spellman-Poots: kp2692@columbia.edu
- Astrid Benedek: amb49@columbia.edu
- 301 Knox Hall: 212-854-2201
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 (C00XXXXXXX) 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.

**DO NOT USE** your Social Security number as an identifier – Your Columbia ID number is your ID number for administrative offices at Columbia. It is a good idea to memorize your Columbia ID number as you will be writing it on many forms and papers throughout your time as a student.

II. Academic Program

A. Degree Requirements

The Islamic Studies MA program requires 36 points, of which at least 30 must be at the 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 up to six credit points in courses at the intermediate level or higher in an appropriate language may be credited toward the MA degree in Islamic Studies.

**Students whose first semester will be Fall 2017** are charged tuition based on the residence unit system. Two full residence units are required for graduation. In a given semester, a student may register for a full unit (up to 20 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:


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

All students must complete the requirements for the degree within five years of entering the program.
B. Courses

The list of Islamic Studies courses pre-approved for the M.A. program is compiled from graduate-level courses selected from GSAS departments in the humanities and social sciences and the School of International and Public Affairs. No more than six credits of 3000-level courses may count toward an MA degree. Students may, with approval from the Faculty Advisor, take one additional 3000-level course in the History Department. MA students may not enroll in courses whose numbers begin with V- or BC-. Only one independent study course may be applied toward the MA degree.

Select courses with an eye toward your requirements as well as your interests, and discuss your choices with the Faculty Advisor. 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 Islamic Studies 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 Faculty Advisor, in order to keep track of your degree progress.

C. 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 Islamic Studies program and if the courses have not been used to satisfy any other degree requirements. Transfer credit must be approved by the Faculty advisor. Transfer credit may also partially fulfill the Residence Unit requirement. Once students are enrolled, they must complete all courses for the MA at Columbia. Students are encouraged to request possible transfer credit early in their studies so they may plan their program requirements and courses accordingly. Once students are enrolled, they must complete all courses at Columbia. For additional information please see http://gsas.columbia.edu/content/transfer-credit#ma

D. Special Courses for ISMA Students

ISCS GR5000: Foundation to Islamic Studies (four points).

This course provides students with a foundation to the key concepts, theories and debates in the field of Islamic studies. Interdisciplinary in scope, the course will utilize major approaches in the classic areas of history, law and political economy as well as sociology, anthropology, media studies, and colonial and postcolonial studies. We will critically address theoretical questions and debates about culture and civilization, religion, secularization, law and authority, nation-states, globalization, minority rights and technology. While engaging with archetypal themes in Islamic studies, this course will also concentrate on gender and sexuality, cultural production and articulations, transnational movements, and modes of religious association and ritual in everyday life. We will examine the variety of ways that Islamic norms and practices are developed, reinterpreted, embodied and regulated in contemporary Muslim societies as well as among Muslims minorities in western contexts.
ISCS G4999 Supervised Individual Research (two to four points) is the traditional 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.

E. 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 in the course of 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. A written proposal is submitted to a professor who must approve the topic and agree to serve as a supervisor (thesis advisor) 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/thesis advisor, a final copy is deposited with the ISMA program coordinator.

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

F. Academic Progress and Special Marks

Academic progress is determined by the successful completion of courses required for the degree. Islamic Studies MA 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 Incomplete (IN) have six months to complete work in the course and receive a letter grade. After this period, the IN becomes an F.

For more details please consult http://gsas.columbia.edu/content/grading-system

G. 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
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 would violate 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.

H. 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. http://registrar.columbia.edu/content/registration-and-enrollment

Registration dates:

Fall 2017 Registration Dates:
- Monday, June 12, 2017 to Friday, June 16, 2017
- Monday, June 19, 2017 to Friday, June 23, 2017
- Monday, July 31, 2017 to Friday, August 04, 2017
- Monday, August 07, 2017 to Friday, August 11, 2017
- Tuesday, August 22, 2017 to Thursday, August 24, 2017
- Tuesday, August 29, 2017 to Thursday, August 31, 2017

*Change of Program* (or add/drop) period:
- Tuesday, September 05, 2017 to Friday, September 08, 2017
- Monday, September 11, 2017 to Friday, September 15, 2017

**Spring 2018** Registration Dates:
- Monday, November 20, 2017 to Wednesday, November 22, 2017
- Monday, December 04, 2017 to Friday, December 08, 2017
- Wednesday, January 03, 2018 to Friday, January 05, 2018
- Monday, January 08, 2018 to Friday, January 12, 2018

*Change of Program* (or add/drop) period:
- Tuesday, January 16, 2018 to Friday, January 19, 2018
- Monday, January 22, 2018 to Friday, January 26, 2018

*Change of Program 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.

**Getting ready to register**

Complete registration information can be found at [http://www.columbia.edu/cu/registrar/](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 Islamic Studies M.A. program is available on program website at the beginning of each semester.

  These are only some of the courses available to you. Use the *Directory of Classes* ([at http://www.columbia.edu/cu/bulletin/uwb/](http://www.columbia.edu/cu/bulletin/uwb/)) to supplement this course list, to look for more options, and to check for last-minute changes.

- **Note the call number** (5 digits long) for each course for which you wish to register.
- **Contact the MA Faculty Advisor** to discuss your courses. Without prior approval from the Faculty Advisor, you may not get credit toward the degree for a course.
- **Obtain signatures** on an add/drop form from MEI 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 may count no more than six credits of 3000-level courses toward the MA degree. With MA Faculty Advisor approval, students may take one additional 3000-level course in the History Department (for up to nine 3000-level credits total).

A. 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.

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

To register for courses in departments other than History or English, bring the add/drop form with the appropriate signatures to the Registrar’s office in 205 Kent Hall to be registered in the course in person during the week prior to term. Add/drop forms are available in the MEI office, the Registrar’s office, and online at http://registrar.columbia.edu/registrar-forms/adddrop. Students may also obtain written permission from the instructor or department via email and register for the course online via SSOL. It is advised that students print and file permission-granting emails or signed add/drop forms as supporting documentation for registration.

The Departments of History and English require applications for particular courses (4000-level in History and 3000-level in English). Students accepted into such courses register through the department offices. For more information about the seminar application and registration process, please contact the Departments of History or English.

C. 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.

REGISTRATION and ACADEMIC CALENDAR

http://registrar.columbia.edu/event/academic-calendar
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 $100 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 $150 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 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 by using the add/drop form. After the add/drop period you will be charged full tuition for any course you drop. The last day to drop courses (without a tuition refund) is October 10, 2017 or February 20, 2018.

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

Audited courses are taken for a grade of R. Courses with a grade of R or Pass/Fail do not count toward the Islamic Studies MA degree. Only SSAS___ Scholarly Research and Writing may be
taken for pass/fail and count toward the degree. To request a pass/fail, submit a signed add/drop form to the Registrar by the pass/fail deadline. To request a grade of R, submit a signed R form to the Dean’s office in 109 Low Library by the deadline. The deadline to request P/F/R grades is November 16, 2017 or March 22, 2018.

F. Time conflicts

You 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. Students who wish to request a leave of absence must complete a leave of absence form and submit it to the MA Program Coordinator with any necessary supporting documentation. Please note that students should submit a leave of absence form for every semester they will be on leave, so students may be submitting multiple forms throughout their time away from Columbia. Time on official leave does not count toward the five years allotted to complete the degree.

Information on leave of absence and the corresponding form are available at http://www.columbia.edu/cu/gsas/sub/bulletin/policies/requirements/registration.html. When planning to return to Columbia, students on official leave should notify the MA Program Coordinator at least six weeks in advance of the term in which they wish to re-enroll. Students who have left without officially submitting leave of absence forms must apply for reinstatement.

Reinstatement forms are available online at http://www.columbia.edu/cu/gsas/pdf-files/ma-reinstatement.pdf. Leaves of absence carry a $75 processing fee, and tuition is refunded on a percentage basis depending on the week in which the official leave occurs.

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 defined as the dropping of one's entire program in a given term (so as to be enrolled in zero credit points) as opposed to dropping a course or two. To do this, you must fill out a withdrawal form available online at http://www.columbia.edu/cu/gsas/pdf-files/GSAS-withdrawal-form.pdf. Withdrawal carries a $75 fee. Formal withdrawal is ordinarily allowed prior to the examination period only. Withdrawal means that courses and grades are not listed on the student's record and that the student does not receive any credit.

Any student withdrawing must notify the MA program coordinator in writing by completing a withdrawal form. 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 (see http://registrar.columbia.edu/content/refund-rate-withdrawals). 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.

Measles, Mumps, and Rubella
New York State requires that all college and university students enrolled for six or more credits be adequately protected against measles, mumps, and rubella (MMR). Students born on or after January 1, 1957 must provide documentation of immunity. Students born before January 1, 1957 are assumed to have had exposure and need not take further action. New students who cannot provide evidence of full compliance with this law at the beginning of the semester will be blocked from registering for their second semester until they comply.

Meningococcal Meningitis
By New York State public health law, all students registered for six or more credits must decide whether or not to be immunized against meningococcal meningitis and must provide formal certification of their decision. Proof of immunity is NOT required. For more information and to certify your decision, go to the Health Services meningitis website at http://health.columbia.edu/about/immunization-requirements/ meningitis.

After you have submitted your decision, you will be compliant with this public health law. As with MMR immunization, students who do not provide their meningitis vaccination decision certification at the beginning of the semester will be blocked from registering for their second semester until they comply.

VI. Financial Aid

Foreign Language and Area Studies (FLAS) Fellowships: MA students who will study a language relevant to the Islamic World as part of their program may be eligible to apply for a Foreign Language and Area Studies (FLAS) fellowship. FLAS awards can be for Academic Year study at Columbia, or for intensive summer language study in the U.S. or abroad. MEI is authorized to award FLAS for the study of Arabic, Persian, and Turkish. ISMA students who are studying languages spoken in South Asia can apply for FLAS through the South Asia Institute. 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. All Academic Year fellows must enroll in one language class and one area studies class in both the fall and spring semesters. You must be a U.S. citizen or permanent resident in order to apply for FLAS. For information and general guidelines, please see the full announcement guidelines on the MEI website. All applicants must apply online, via the GSAS Internal Fellowship application pages. Applicants must submit the FAFSA to be eligible for FLAS.
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 Middle East Institute and across the entire Columbia campus. Work-study policies and Job listings for campus employment can be found here.

Other scholarships and funding:
A small number of highly qualified incoming MA students receive partial tuition scholarships that are funded by MEI and the Graduate School of Arts and Sciences. 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 conferences and workshops. More information on this competitive award can be found at http://www.columbia.edu/cu/gsac/travel_grants.html.

In addition, the Middle East Institute also provides up to $350 in travel funds for conference travel to students who are presenting a paper at an academic conference.

VII. Student Life

MEI Seminar series: The Middle East Institute hosts a lecture series and other events during the academic year. MA students are expected to attend the MEI lectures and are encouraged to participate in other activities and conferences hosted by the Institute. Be sure to check the MEI website under “Upcoming events” often!

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 especially to help your Islamic Studies MA colleagues plan panel discussions, cultural events, off-campus trips, and other social activities. Be sure to frequent the graduate student lounge in Philosophy 301 and meet other graduate students.

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 should therefore read e-mail on a frequent and consistent basis. Please note that a student’s failure to receive and read University communications in a timely manner does not absolve that student from knowing and complying with the content of such communications (see http://facets.columbia.edu/student-e-mail-communication-policy).

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 available 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.gocolumbia lions.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 web pages 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:

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/

MA Website:
http://MA.columbia.edu/content/liberal-studies-ma-administration

And any other information on GSAS and Columbia University websites.