

Please read the instructions on second page before filing!

TO BE COMPLETED BY THE STUDENT

NAME _____ TCID# or UNI _____

ACADEMIC TERM FOR REQUESTED COE (e.g. Spring 2020):

(Indicate only one term; for Summer Term, indicate session A, B, or both A&B)

You must be registered for the term indicated above.

No student will be certified for full time or half-time status unless he or she is enrolled for that semester.

DEGREE PROGRAM: _____ MAJOR: _____

Total points registered for term (excluding COE points):

Number of **hours per week spent on out-of-classroom work** (not points or credits):

****Please see instructions on page 2 for point equivalents.****

of Hours Per Week
(i.e. 3, 6, 9, etc.)

Explanation of additional hours is required:

Please attach a separate document describing why the out-of-classroom hours are required for your degree program, how the hours will be completed throughout each week of the term and the expected outcomes. Forms submitted without this additional documentation will not be processed and will be returned to the student.

*International students in their last semester must see the Office of International Students and Scholars (OISS) before filing for a COE.

Please sign and attest to the following statement:

“The preceding information is correct to the best of my knowledge. I agree to inform the Office of the Registrar of any changes that may occur.”

STUDENT SIGNATURE: _____ Date: _____

TO BE COMPLETED BY THE ADVISOR

“The student named above is my advisee, and the information provided above is accurate to the best of my knowledge. All of the work in which the student will be engaged is required for the successful completion of this student’s degree program.”

PRINT ADVISOR NAME:

ADVISOR DEPARTMENT:

Advisor Signature: _____ DATE: _____

TO BE COMPLETED BY THE OFFICE OF THE REGISTRAR

According to the information provided above, the student meets eligibility requirements for the following enrollment status:

FULL TIME

HALF TIME

LESS THAN HALF TIME

Initials

Date

Please read all instructions before filling out page 1!

- **What purpose does a COE serve?** During a term in which a student is enrolled in substantial out-of-classroom work, enrollment status may be increased via a COE. Please ensure that you are not enrolled in an automatic full-time course before submitting. If you are enrolled in any of the courses listed here you are considered full time.
- You are **ineligible** for a COE if:
 - a) you have graduated and are not admitted to a second degree program;
 - b) you are a non-degree student;
 - c) you are in your first year of enrollment
- If you are enrolled in dissertation advisement, dissertation defense or in any of the courses listed here you are considered full time and do not need to file a COE.
- The properly completed COE, certified by the student's advisor, must be filed with the Office of the Registrar where it will be subject to final approval. The burden of proof and the responsibility of the academic program lie with the student's academic department.
- COEs can only be accepted for degree students who are registered in some form, and only during the open registration period for the corresponding term.
- COE points do not appear on the transcript and cannot be used to satisfy degree requirements.

INSTRUCTIONS FOR FILING THE CERTIFICATE OF EQUIVALENCY

1. COEs must be filed with the Office of the Registrar as soon as possible after registration and are due by the last day to add/drop for the corresponding term. Forms submitted after the end of the add/drop deadline will not be processed.
2. COEs can only be processed for the current term. COEs cannot be processed retroactively and cannot be processed before the registration period opens for an upcoming term.
3. The form must be signed by both the student and the major advisor.
4. The completed form **MUST BE SUBMITTED VIA EMAIL, USING THE TC ADDRESS,** by the Advisor, Program Manager, Program/Department Secretary or Department DAA, directly to: registrar@tc.columbia.edu
5. The number of hours spent weekly is converted to point equivalents at the rate of:
 - a) 1 point for every 3 hours for the Autumn and Spring terms
 - b) 1 point for every 7.5 hours for a single Summer session (A or B)
 - c) 1 point for every 3.75 hours for an activity that encompasses both Summer sessions. The point equivalent is then added to the number of points for which a student is registered to determine the final equivalent status.

Effective Autumn 2021: FULL-TIME status is defined as 9 points or more during each academic term. HALF-TIME status is defined as 5 – 8 points for each academic term.

IMPROPERLY COMPLETED COES CANNOT BE PROCESSED and MUST BE RESUBMITTED WITH CORRECTED INFORMATION.