

Guidance on M&F Students' Payments and Practices (revised 08-2023)

Description of Matriculation & Facilities registration status from the GSAS website:
- <https://www.gsas.columbia.edu/content/residence-unit-and-other-enrollment-categories>.

To satisfy the continuous registration requirement and to make use of various University facilities, Ph.D. students in SEAS who are in the last year of their Ph.D. study and have completed all six (6) Residence Units may register for M&F, only if they are working on writing or distribution of their thesis. Students may not register for M&F if they are continuing research, courses, or other academic requirements, or if they are doing any work for the University or grant. In all other cases, a Ph.D. student must register for either a full Residence Unit or Extended Residence.

Prior to going on to M&F the student must declare to their advisor and the Department Chair that they are entering the final year of their degree program and will only be working on their thesis. In SEAS, our policy has been that a Ph.D. student can only register for up to two (2) semesters on M&F. Under special circumstances, the Department Chair, on behalf of the student and the advisor, can petition the Dean for approval of a third semester of M&F (email the petition to seas-doctoral@columbia.edu). In no instance will a fourth semester of M&F be granted.

Please note that Master's students are not allowed to register for M&F at any time.

Funding Guidelines for Students on M&F:

- M&F is an optional registration status that assumes you are doing **no work** for the University or grant but allows the student to maintain continuous registration. Thus, students should not receive compensation or a stipend while registered for M&F.
- Beginning Summer 2022, students providing research or instructional services while finalizing their dissertation work should be appointed as student officers. ***Student Officer appointments require the student to be registered for Extended Residence (Ext RU) or a full Residence (RU) if they have not completed their 6 RU semesters.***
- A PI can cover a student's M&F and other mandatory fees if they choose to, from unrestricted funds, but not grants. However, we advise that the department consider a department approach to this to avoid inequity in funding based on a PI's research portfolio and funding availability.
- Funding should not be given to a student who has left the university and taken on a job.