



Student Policies & Guidelines

Columbia Engineering Graduate Career Placement (GCP) is happy to support you in all of your career goals and aspirations. Should you have any questions, or need assistance, contact us at seas-gcp@columbia.edu.

By engaging with Graduate Career Placement resources, you agree to abide by the following policies and guidelines. Failure to adhere to any of the policies outlined below may result in loss of access to resources, Dean's Discipline, and/or poor administrative standing. Students in poor administrative standing or found responsible during the Dean's Discipline process may not be eligible for the EGSC Professional Development Scholarship, Class Day Graduate Student Speaker or Marshall, Graduate Student Life Award, and other community activities and honors at the School and academic department levels. This may be in addition to any other sanction that your academic department may impose.

Collaborating with your Career Placement Officer

Students are expected to maintain regular communication with their [Career Placement Officer](#) (CPO), read and respond to all outreach and emails, and attend any and all scheduled appointments. Students are required to notify their assigned CPO anytime an offer of employment is accepted.

Students may be requested to share additional employment information and details for Columbia Engineering to comply with university reporting requirements. Students are expected to submit requested information accurately and in a timely manner.

Materials and Representation

Students must accurately represent themselves and their experience throughout all professional engagements. This includes, but is not limited to, student status, work authorization, GPA, resumes, online profiles (e.g. [Columbia Engineering Career Connect](#) & LinkedIn), cover letters, writing samples, events, interviews, etc.

Adhere to Schedules

Once a student has scheduled an interview or registered to attend an employer event, this commitment must be honored. In the event that an interview needs to be cancelled, the student must promptly notify the employer and the assigned CPO at least two business days before the scheduled time (or follow the specific procedure to cancel on the event/interview notification). Failure to comply may result in loss of access to resources and recruitment privileges.

Act with Professionalism during the Recruitment Process

Students should conduct themselves in a professional manner throughout the entire duration of their employment search process. This includes, but is not limited to, treating employers and peers with courtesy and respect, dressing in appropriate attire for all in-person or virtual events, and maintaining professional communication and online digital presence.

Offers and Acceptance

The Columbia Engineering Graduate Career Placement Team recommends that all employers provide Columbia Engineering students a minimum of two weeks from the date a written offer is received to accept. Exploding offers (e.g. an offer with a deadline of 24-48 hours to accept before the offer is rescinded) are prohibited.

Students are expected to act in good faith and accept offers only for positions they intend to honor. Once a student has accepted an employment position, they may not continue to apply or interview for alternative opportunities. Out of respect to employers and peers, students should notify employers of their offer decision as early as possible so as not to hold an open offer they do not intend to accept.



Work Authorization

Students should be aware of their standing as it relates to international work authorization. For questions regarding student status, please visit the website of our [International Students & Scholars Office](#).

Non-Discrimination

Columbia University is committed to providing a working and learning environment free from unlawful discrimination and harassment. Consistent with this commitment and with applicable federal, state, and local laws, it is the policy of the University as both an educational institution and an employer to prohibit unlawful discrimination and harassment and to provide faculty, students, and staff who believe that they may be the victims of either with mechanisms for seeking redress. We recommend that all employers, students, alumni, and vendors engaged in activities with the Columbia Engineering Graduate Career Placement review the [Columbia Discrimination and Sexual Harassment Policy and Procedure](#).

If a student or staff member engaged in an activity sponsored by Columbia Engineering Graduate Career Placement (including but not limited to job listings, workshops, panels, advising sessions, employer presentations, career fairs, interviews, mentoring, internships, off-campus recruiting, and employment) believes that the Discrimination and Sexual Harassment Policy and Procedure may have been violated, they are urged to contact the [Office of Equal Opportunity and Affirmative Action](#), and the Graduate Career Placement team (seas-gcp@columbia.edu). If the conduct complained of involves a person or persons within the Columbia community, the actions provided for under the Discrimination and Sexual Harassment Policy and Procedure may apply. If the conduct complained of involves, in addition to a member of the Columbia community, a party or parties outside the Columbia community, the GCP Team may conduct an inquiry. In the event we determine that the complained of conduct occurred or the outside party chooses not to participate in the inquiry, we may act to sever the relationship between the GCP Team and/or Columbia University and the outside party or organization.

Our Commitment to Diversity, Equity, & Inclusion

[Diversity, Equity, and Inclusion](#) are core values held by all the [Career Centers at Columbia University](#). As such, we are committed to upholding the commitment to anti-racism as outlined by the [Columbia Engineering DEI Commission](#). As a coalition of career services professionals, we strive to uphold these values and principles in the execution of our work, with employers and with students, recognizing the role that access to careers, internships, and employment play in social mobility and dismantling historic systems of exclusion and racism.

We ask that all employers abide by anti-discrimination and harassment policies and practices in recruitment processes of all Columbia students as outlined by the [National Association of Colleges and Employers](#); and by [Columbia University's](#) own policy. We will continue to advocate for inclusion and equity in workforce recruitment and development. We encourage employer partners to integrate and forge more inclusive workplace practices so that Columbia students experience belonging and inclusion during internships, practicums, fieldwork, and other experiential learning opportunities and in full-time jobs beyond Columbia.

Through Columbia's Career Centers, students will find career programs and resources tailored to the needs of all students, including the unique needs of historically underrepresented groups in U.S. higher education. We strive for many of these programs to be developed in collaboration with student groups, alumni organizations, and employer partners who share our values.

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