Columbia University in the City of New York
Department of Chemical Engineering

PhD Student Handbook

2022-23 Academic Year

Contents

General Information

This handbook provides department-specific information about the MS/PhD program in Chemical Engineering. It is assumed that incoming students have obtained general information concerning housing, University-wide resources (e.g., library access, computer accounts, identification cards) from other sources during the orientation period for new graduate students. The administrative staff, faculty, and established graduate students within the Department will be happy to address these issues in more detail as needed. The following information is centered on the academic requirements and expectations of PhD students. Just ask!

Timely information is usually disseminated by email. Students are expected to establish their email accounts promptly and to monitor incoming mail. Each student is urged to visit the department reception area frequently and to observe principal departmental bulletin boards. Students are generally assigned a desk in a central departmental area in proximity to other students. The Department is relatively small and some communication is informal. Students are encouraged to form good working relationships and to communicate with each other through them.

Advising

Advising is the responsibility of the **graduate coordinator**, who is also the chair of the Department's PhD Committee. The coordinator approves all courses for graduate students until they have been assigned to a research group. The graduate coordinator also provides general advice to all graduate students until they have joined a research group. Once assignment to a group is made, the research advisor assumes responsibility for the approval of courses. **The current graduate coordinator is Prof. Kyle Bishop (kyle.bishop@columbia.edu).**

Financial Support of PhD Students

A doctoral-track student is one who has been admitted to either the PhD program (if they already hold an MS degree) or to the MS/PhD program. All students that are supported by the department or research advisor receive equal stipend with equal benefits. However, students holding external fellowships may be compensated at a higher rate. Students initially admitted only as MS candidates must successfully petition the department for admission into the MS/PhD program to be eligible for departmental financial support.

Financial support is available from the Department and from individual research advisors in return for satisfaction of obligations imposed by the donor. First-year support for students enrolled in the MS/PhD program is provided by the Department from monies authorized by the School to obtain **teaching assistants (TAs)** for (mostly required undergraduate) courses. Each first-year student is expected to serve as a teaching assistant for both semesters of the first year,

under the direction of one or more faculty members. The obligations of a TA may consume up to 20 hours per week, although the requirement is generally less. All MS/PhD students, regardless of the source of their support or their mode of entry into the Department, are expected to contribute to the Department's teaching effort in approximate equivalence to the normal first-year assignment at some time before graduation.

Students in research are generally supported with funds provided to their research advisors by research sponsors. These sponsors impose goals and expectations on faculty research directors. Research directors have a finite capacity to accept and guide students. While the Department solicits expressions of preference for particular research areas from students, and endeavors to satisfy these preferences, it is not always possible to match openings in particular research programs or with particular professors against student preferences. Thus, while each student who receives support and makes satisfactory progress will be supported on a project as near as possible to his or her preference, the department cannot guarantee assignment to a particular project or professor. The Department sponsors various events during the first semester to assist students in forming research preferences (see Advisor Selection).

For a student to receive financial support, they must remain in "**good academic standing**" by fulfilling all doctoral-degree requirements in a timely manner according to the schedule outlined below and by demonstrating good progress toward the completion of his or her thesis (see Student Evaluations).

To ensure that PhD studies are completed in a timely manner, students cannot be financially supported by the department or advisor for more than five years. A one-month exception will be included for scheduling of the thesis defense. Thus, full-time students must normally complete the doctoral degree not later than five years after entering Columbia.

MS Degree Requirements

Course Requirements

Students must complete the following four **core courses** in chemical engineering:

1) **Mathematics:** CHEN 4010 Mathematical Methods in Chemical Engineering
2) **Thermodynamics:** CHAP 4120 Statistical Mechanics **OR** CHEN 4130 Advanced Chemical Engineering Thermodynamics
3) **Chemical Kinetics:** CHEN 4330 Advanced Chemical Kinetics **OR** CHEN 4235 Surface Reactions & Kinetics
4) **Transport Phenomena:** CHEN 4110 Mechanisms of Transport Phenomena in Fluids **OR** CHEN 4112 Transport in Mixtures

In addition, 18 points of 4000 or 6000-level **elective courses** are required. Each of these courses must be approved by the graduate coordinator or research advisor as appropriate. All approvals must be in writing and are filed with the student's Departmental records. Approvals are sought and obtained only by personal contact with the advisor. Only for part-time students who cannot easily schedule personal advising sessions can approvals be made through email. A significant fraction of the elected courses must have a ChE designation. Up to 6 points of MS Research (CHEN 9400) may be used as part of the 18 point elective requirement.

Note: As with all degrees at Columbia, one must apply for a degree to receive it. The degree is *not* automatically awarded once requirements are fulfilled. Often MS students proceeding to doctoral studies will receive a grade for MS Research (CHEN 9400) and subsequently apply for the degree only at the time of completion of the doctoral research proposal in year 2. At this time, students may also change their registration status from "MS/PhD" to "PhD," as instructed by the departmental administrator or the research advisor.

Scientist to Engineer Status

A student who is admitted to the MS program without an undergraduate degree that is equivalent to an ABET accredited chemical engineering baccalaureate degree is given Scientist to Engineer (S2E) status. These students must complete CHEN E4001, Essentials of Chemical Engineering A, and CHEN E4002, Essentials of Chemical Engineering B, in their first semester. These courses cover essentials from the entire undergraduate chemical engineering curriculum in an intensive, accelerated way in 6 credits. These 6 points of credit must be taken and passed in addition to the 30 points of graduate credit required for the MS itself, so that these students need a total of 36 credits to graduate. Typically, this can be accomplished in 3 semesters.

After completing CHEN E4001 and CHEN E4002, students admitted with S2E status must also take CHEN E4010, Mathematical Methods in Chemical Engineering, as part of the core requirement, and a graduate-level chemical engineering course with substantial design content as one of their technical electives.

PhD Degree Requirements (beyond the MS requirements)

There are several milestones that must be completed in addition to course requirements. Two major examinations, the Qualifying Exam and the Research Proposal Exam, are to be accomplished early in the student's residence. In the event that a student fails either of these examinations or the Dissertation Defense, they are not permitted to continue in the PhD program. The milestones are intended not only to examine students but also to monitor progress and to develop presentation skills. A timeline and further description of all requirements is given below:

Timeline for Major Requirements

- Year 1. September: Meet with the graduate coordinator. Commence core courses. Become familiar with research programs.
    - October: Submit preferences for research groups. Join a research group.
    - January: Continue research. Continue course work.
    - May: Petition to take the Qualifying Exam
    - Summer: Continue research; start preparation for the Qualifying Exam.
- Year 2: September: Take the Qualifying Exam.
    - Complete course requirements, continue research.
    - Apply for MS degree.
    - May: Complete the Research Proposal Exam.
- Year 3: Continue research.
    - May: Present departmental seminar
- Year 4: Continue research.
- Year 5: Defend Dissertation (must be completed by August.)
    - In addition to meeting the above milestones, all PhD-track students will receive a tri-annual evaluation from their PhD Advisor and the PhD Committee. The letter will inform each student whether they are meeting the expectations of the program and suggest actions for improvement as needed.

Course Requirements

The following courses are required to for the PhD degree:

- Registration for the Chemical Engineering Colloquium (ChE 9000, 0 points) is required in every semester.
- Four **residence units** beyond the MS degree must be accumulated. One residence unit is given for each semester of full-time enrollment. After you have completed 6 residence units, please begin to register for an Extended Residence Unit.
- All full-time PhD students normally will register for a residence unit each semester until this requirement is fulfilled, unless instructed otherwise by their advisor. Registration for

a residence unit allows (but does not require) the student to take up to 12 points of coursework without additional charge to the department.

- 30 points of courses (4000-level or higher) must be completed before the four residence unit requirements are fulfilled.
- Some or all of the required courses can be CHEN 9500 Doctoral Research. The student, in consultation with their advisor, may take 4000-8000 level courses in support of their research.

Advisor Selection

Selection Process

Students are matched with their PhD advisor during the first semester of graduate study. To learn about the research opportunities available in the department, students are required to attend the Faculty Research Presentations as part of the CHENE 6543 Research Methods course. During these short presentations, department faculty will introduce themselves and their research. Additionally, students are required to meet with at least **four** faculty members to discuss their research interests and the available opportunities. Students should submit the attached form to the graduate coordinator to attest to meeting with four faculty members of their choosing. On or before **October 30, 2022**, students should submit their **top three** choices for PhD advisor ranked in the order of their preference. Every effort will be made to match students with their preferred advisors subject to the constraints of research funding.

In addition to these formal requirements (i.e., attending presentations, meeting with faculty, submitting preferences), students are **strongly encouraged** to engage informally with their favored research groups—for example, by meeting with current group members, visiting the lab / office, and participating in group activities such as weekly group meetings.

Changing Advisors

Changing PhD advisors after the advisor selection process is strongly discouraged as it can delay completion of the PhD and may jeopardize students' financial support in the event they do not match with a new advisor.

If a student seeks to change PhD advisors, they should contact the **graduate coordinator** for chemical engineering to discuss the reasons for the change. The coordinator will meet separately with the current PhD advisor to better understand the situation. If the student and their advisor agree to part ways, the advisor will provide financial support for one term[1], during which time the student must match with a new advisor or risk dismissal from the PhD program.

To match with a new advisor, the graduate coordinator will ask the student to identify potential advisors from among the faculty. The coordinator will contact the potential advisors and explain the situation, highlighting the mutual decision of the student and the current advisor in seeking the change. Typically, the potential advisor(s) will meet with the student to determine if there is a good fit. If there is a match, the student will transition to the new advisor. If the student does not match with a new advisor during the one semester transition period, the student is no longer in good standing and is subject to dismissal from the PhD program.

[1] Fall, Spring, and Summer terms refer to September-December, January-April, and May-August, respectively.

Student Evaluations

Students receive **research performance ratings** from their PhD advisor(s) three times a year at the end of each term (Fall, Spring, and Summer). These ratings are separate from the letter grade students receive on SSOL for research credits. In assessing students' research performance, PhD advisors select from the following possible ratings:

- **Outstanding**–student exceeds expectations for progress to the PhD
- **Good**–student meets expectations for progress to the PhD
- **Satisfactory**–student meets minimal expectations for progress to the PhD
- **Warning**–student fails to meet minimal expectations for progress to the PhD
- **Probation**–student repeatedly fails to meet minimal expectations for progress to the PhD
- **Dismissal**

In selecting research performance ratings, PhD advisors consider many relevant factors including, but not limited to, workplace attendance, meeting participation, research productivity, task completion, and communication ability. Performance ratings are delivered to students each term. Unsatisfactory ratings (Warning or Probation) are accompanied by a brief description of identified deficiencies as well as a plan of action to correct them. All students are encouraged to discuss their ratings with their PhD advisor to better understand group expectations.

When a student receives two consecutive warnings, their case is reviewed by the Director of Graduate Studies (DGS) for chemical engineering in consultation with the PhD advisor. Given evidence of poor research performance, the student will be placed on academic probation and notified of the reasons for their probation. The student and advisor will develop a plan of action to resolve the identified deficiencies. Students on academic probation are given one term[2] to improve; students who fail to improve are subject to dismissal from the PhD program.

[2] Fall, Spring, and Summer terms refer to September-December, January-April, and May-August, respectively.

Qualifying Exam

Summary

The purpose of this exam is to evaluate whether a 1st year PhD student is prepared to continue pursuing research in Chemical Engineering. To pass the qualifying exam a student should: (i) formulate a research problem, including motivation, objectives, and methods, (ii) attempt to obtain preliminary results, (iii) demonstrate understanding of the results and the significance of this research in the context of its field, (iv) clearly communicate the above in written and oral forms, and (v) demonstrate mastery of Chemical Engineering fundamentals and how the student's research relates to these fundamentals.

Eligibility

Students take the Qualifying Exam at the beginning of their 2nd year of graduate study. Students must maintain a GPA of 3.2 or higher during their first year of study to be eligible for the Exam. Ineligible students may petition the graduate committee to request an exemption with the support of their PhD advisor. **All students must petition the graduate committee to take the qualifying exam.** Petitions are due by May 31 prior to the Exam using the attached form.

Timing of the Exam

The Oral Presentation takes place on the first Friday of the Fall Semester: **September 8, 2023.** Students should submit the Written Report **one week** before the Oral Presentation by email to the graduate coordinator. For students who enter the program in January, the Qualifying Exam is delayed by three months to the following December; those students should contact the graduate coordinator to schedule their exam.

Exam Committee

The exam committee is composed of three or more faculty members in addition to the student's PhD research advisor. The final outcome of the exam is discussed and approved by the entire chemical engineering faculty.

Content of the Exam

- A 10-page Written Report should summarize relevant literature and describe preliminary results and analysis. Additional guidance is provided below.
- A 15-minute Oral Presentation should clearly communicate the content of the report including the research objectives, relevant prior work, and preliminary results.

- A 20-minute Question & Answer Period should demonstrate the student's mastery of Chemical Engineering fundamentals and an understanding of the preliminary results.

Outcome of the Exam

- Pass. Students who pass the Qualifying Exam are considered to be in good academic standing and should continue their progress toward the PhD. Students who pass may be requested to address deficiencies in their exam performance identified by the exam committee.
- Fail. Students who fail the Qualifying Exam are not permitted to continue on the doctoral track and must exit the program. Exiting students are supported during the Fall term as they complete their MS degree (if applicable), wrap up their MS research, and plan for the next stage of their career.

Evaluation Process

In deciding the outcome of the exam, the exam committee considers student performance in the following areas:

- Exam Performance. The written report, the oral presentation, and the question & answer period are each evaluated by three or more members of the exam committee.
- Research Performance. The committee also solicits feedback from the PhD advisor to assess the student's research performance during the first year of study. Advisors consider factors such as research productivity, meeting participation, workplace attendance, task completion, and communication ability in making their assessments.

Following the completion of all Qualifying Exams, committee members meet, discuss, and decide the final outcome for each student. Significant deficiencies in either of the above areas are grounds for failing the exam. Students who fail the exam will receive written feedback on their exam and research performance summarizing the deficiencies identified by the exam committee.

Advisor Involvement in the Qualifying Exam

- Advisors **are allowed** to listen to the Oral Presentation but are **not allowed** to ask or answer questions.
- Advisors **are allowed** to provide general comments on the overall contents and research directions of the Written Report but **should not** re-write the report for students.
- Advisors **should not** participate in the practice talks; students should be able to independently prepare a 15-minute presentation based on the Written Report.
- To ensure fairness to students from different research groups, Advisors should not help 1st year students in group seminars during **four weeks** prior to the Qualifying Exam; the cutoff date for your year will be **August 08, 2023**.

Additional Guidelines

Rationale. The spirit of the Qualifying Exam report is a journal paper, describing the student's research project in the group they joined 10 months previously (typically), including any results that may have been obtained, even if preliminary. Students must submit a 10-page written report (excluding cover page and bibliography). No specific format is enforced, but a journal paper format is recommended, including, typically, Introduction, Results, Methods and Discussion sections. A 15-minute oral presentation will communicate the contents and significance of the report, and in a 20-minute question & answer period the student should demonstrate mastery of the report material and of fundamental principles of Chemical Engineering. The qualifying exam is designed to spur the student to transition from the relatively passive role of classroom student to active researcher and knowledge creator.

(1) **Written report.** Students must submit a written report of no more than 10 pages, excluding cover page and bibliography. The report should *motivate and describe the student's research project in the research group that they joined, and describe any research accomplished so far*, presented in a style similar to that of a journal paper. The cover page and bibliography are required, while Introduction, Results, Methods and Discussion sections are recommended. Typical reports include several figures (with captions) that might show experimental setups, or present results, explain mechanisms, etc. Tables may be included. Credit must be meticulously given to all information sources, and contributions to your work from others, if any, acknowledged. A report will typically include:

- **Cover page (required).** Must include title, author, research group affiliation and an *Abstract of no more than 250 words* summarizing the research objectives, accomplishments and significance documented in the report.
- **Introduction.** Introduce the research field, describe previous research in the field, identify key unanswered questions in the field. Introduce the objectives of the research that will be described in this report, explain its importance to the field and describe which of the key unanswered questions it addresses.
- **Methods (or Materials and Methods).** Describe experimental and/or mathematical modeling methods, and the materials used if relevant.
- **Results.** Present your results if you have obtained any, including preliminary findings.
- **Discussion.** Discuss the conclusions you draw from your results, and their significance to the research field. You might mention next logical steps in your research program.
- **Bibliography (required).** Your report will include many references. It ends with the bibliography, not included in the 10-page count.

(2) **15-minute Oral Presentation.** Clearly communicate the contents of your report, including the research objectives, motivation for the research, relevant prior work in the field, your

preliminary findings and their significance. The presentation should be comprehensible to faculty who are not experts in this field; for example, define field-specific terminology and concepts.

(3) **20-minute Question & Answer Period.** Faculty will ask questions about the material in your written report and oral presentation, and about its relation to Chemical Engineering fundamentals. In your answers, you need to demonstrate knowledge of your research field and a clear understanding of your research results and their significance. You must also demonstrate a mastery of Chemical Engineering principles and an understanding of how your research objectives and results relate to these principles. You are advised to review material in your Chemical Engineering graduate core courses and to consider how your research relates to this material.

Research Proposal Exam

Summary

The goal of the Proposal Exam is to create a clear plan for the student's PhD research supported by thorough knowledge of the relevant literature and by preliminary results. The exam should be completed by the end of the student's second year, at which time they should have a clear perspective of their PhD research trajectory. A **15-page Written Proposal** on a topic chosen by the student in consultation with their PhD advisor should be modeled on a NSF or NIH style research proposal. The exam consists of a **20-minute Oral Presentation** to a committee composed of the student's advisor plus two additional faculty members. Following the presentation, the committee will ask questions to assess the student's knowledge of their research and the relevant literature and offer constructive feedback on the proposed research plan. The outcome of the exam is **pass** or **fail**.

Eligibility

Only students who have successfully completed the Qualifying Exam can take the Proposal Exam.

Timing of the Exam

The Proposal Exam must be completed during the Spring semester of Year 2 and no later than **May 31, 2024**. Students should submit the Written Proposal to their exam committee no later than **one week** before the Proposal Presentation. For students who entered the program in January and completed their Qualifying Exam the following December, the deadline for completing the Proposal exam is delayed three months to August 31.

Exam Committee

The exam committee is composed of **three faculty members** from the Department including the student's PhD research advisor. In consultation with their advisor, the student may choose to invite one or two external examiners with expertise relevant to the proposed research.

Content of the Exam

- A 15-page Written Proposal should present a clear plan of the proposed research and its potential significance to the broader field of study. The format of the proposal may follow NSF or NIH proposal guidelines; however, the student should consult their advisor for detailed advice about the format. The 15-page limit includes figures but excludes the

bibliography. The proposal should address the following questions (the so-called Heilmeier Catechism):
    - What are you trying to do? Articulate your objectives using no jargon.
    - How is it done today, and what are the limits of current practice?
    - What is new in your approach and why do you think it will be successful?
    - Who cares? If you are successful, what difference will it make?
    - How long will it take? What are the mid-term and final "exams" to check for success?
- A 20-minute Oral Presentation should clearly communicate the content of the written proposal including the research objectives, relevant prior work, and preliminary results.
- A 20-minute Question & Answer Period should demonstrate the student's thorough knowledge of the literature relevant to the proposed research.

Outcome of the Exam

- Pass. Students who pass the Qualifying Exam are considered to be in good academic standing and should continue their progress toward the PhD. Students who pass may be requested to address deficiencies in their exam performance identified by the exam committee.
- Fail. Students who fail the Qualifying Exam are not permitted to continue on the doctoral track and must exit the program. Exiting students are supported for one additional term as they wrap up their research and plan for the next stage of their career.

3rd Year Talks

All third-year graduate students are required to present a departmental seminar. All graduate students are required to attend. The event is held as a professional conference. A program is published on the web and posted. Speakers are asked to prepare an abstract, which is distributed. Talks are approximately 15 uninterrupted minutes with 5 minutes for questions.

Distribution, Defense, and Deposit of the Dissertation

The requirements for the PhD Dissertation are specified by the Graduate School of Arts and Science (GSAS). The following guidance is adapted from their website; please see the website for the most up-to-date information.

https://gsas.columbia.edu/content/distribution-defense-and-deposit-dissertation

All of the steps below can take place at any time during the year. However, if you are aiming to receive your degree at a specific degree conferral (October, February, or May), you must follow a set of Dissertation Dates and Deadlines for that conferral. Please note also that these steps are intended to be a general guideline for the distribution, defense, and deposit, but it is your responsibility to review the more detailed policies, such as those on copyrighted material and "fair use", found in the Dissertation Office page.

- Get in touch with your department or program's office. Your program's graduate coordinator (Kathe Marte-Garcia, kmm2270@columbia.edu) should be your first stop when preparing to distribute and defend. They are knowledgeable about GSAS policies, and can advise you on any program requirements that go beyond GSAS rules.

- Discuss with your sponsor (advisor) to determine your five-person examining committee. Guidelines for the nomination and appointment of the defense committee are available here. Any questions about committee composition should be directed either to your chair, DGS, DAAF, or to the Dissertation Office. Please note that GSAS policy states that students should not be put in the position of approaching faculty members about serving on their committee. This is the responsibility of the sponsor and/or department.

- Only departmental or program administrators may submit the five names of your proposed committee to GSAS for approval. The Application for Dissertation Defense form is signed by your department or program's chair or director of graduate studies, and is submitted by your program's office to the GSAS Dissertation Office. The form is available online here.

- Your department or program schedules the defense.

- Distribute final copies of your dissertation to your five examiners after your committee is approved. You must be registered for the semester in which your distribution takes place. This is your final semester of registration, even if your defense and deposit take place in a subsequent semester. Click here for more detailed information about final registration requirements. International students with questions about their registration and remaining

in visa compliance should contact the International Students and Scholars Office (ISSO). Note: The term in which distribution occurs is the last semester in which a student is permitted to register, even if the defense takes place in a subsequent term. Full-time doctoral students who are supported on faculty grants through twelve-month research appointments in the sciences and related fields should pay particular attention to the special conditions that are noted on the Registration and Application for PhD Defense page.

- Defend your dissertation. GSAS expects that the defense will take place within two months after distribution. Please remember that during the actual examination, there should be no one present other than the five examiners and the doctoral candidate.

- Complete any required revisions. Students who receive a vote of "approved pending revisions" are given a maximum of six months to complete these revisions and deposit their dissertation. For more detailed information, please consult this page.

- Obtain approval to deposit your dissertation, and determine if any part of your dissertation includes co-authored material. Approval to deposit is done using the Blue Card, given to you upon passing your defense. After your revisions are approved, the card must be signed by your sponsor, as well as your department chair or program director. These signatures allow you to deposit your dissertation.

  Please note that under copyright law, you automatically hold a copyright on your work. This is why we have you include a copyright page in your dissertation. Copyright registration provides important practical and legal benefits beyond those you already enjoy as the creator of an original work. Columbia's Copyright Advisory Office provides extensive information about copyright issues; of particular interest is this page, which explains your rights as the author of a dissertation or of any other original work.

  If you are the sole author of your dissertation, you may proceed with single-author copyright registration through ProQuest/UMI. This service costs $75, and can be paid via credit card directly to ProQuest through the upload system.

  If your dissertation includes coauthored text or materials, you must register directly with the US Copyright Office via a Standard Application.

- Deposit your dissertation with GSAS. This is the final step to earning the PhD or DMA degree. Complete information regarding the deposit is available through the Deposit Gateway. You should also review the FAQs about the electronic deposit system.

- Register to Participate in Graduation Ceremonies. The PhD Convocation and University Commencement ceremonies, held in April and June, recognize graduates from the

October, February, and May degree conferrals. We look forward to celebrating your accomplishment with you, but please note that you are not required to attend the graduation ceremonies to receive your degree.

For questions about the deposit process, please contact the Dissertations Office at gsas-dissertations@columbia.edu.

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Petition to take the Qualifying Exam

The graduate committee must be petitioned on or before May 31 for permission to take the PhD Qualifying Exam. This form should be submitted to the graduate coordinator.

I, _____ (student), request permission to take the PhD Qualifying Exam in September _____ (year).

(i) I have maintained a GPA of 3.2 or greater in my graduate courses at Columbia.

_____
Signature (Student)

(ii) I have **not** maintained a GPA of 3.2 or greater in my graduate courses at Columbia. I am petitioning to take the Qualifying Exam with the support of my PhD Advisor.

_____
Signature (Student)

_____
Signature (PhD Advisor)

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PhD Advisor Selection Form

Preferences for research advisors must be submitted to the **graduate coordinator** by **October 30, 2022**. Proof (Research Interests Form) that you have spoken with at least four faculty members about potential research projects must also be supplied.

Student Name_____

My preferences for research advisors are:

1. Professor _____

2. Professor _____

3. Professor _____

Whenever possible, the department will match the student with his or her first choice.

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Research Interests Form

This form demonstrates that the student whose signature appears below has met with at least four faculty members to discuss possible research topics. Please use this form to obtain the signature of each faculty member with whom you have discussed research interests. It is best to educate yourself as soon as possible on research activities available in the Department. **This form must be returned to the graduate coordinator by October 28, 2022.**

Faculty Signature	**Date**

Student Name _____

Resources on Campus

Office of Graduate Student Affairs (GSA)

500 W. 120th Street
New York, NY 10027

Academics and Student Affairs
Phone: 212-854-6438
Email: seas_gsa@columbia.edu

Admissions
Phone: 212-854-4688
Email: seasgradmit@columbia.edu

Columbia Health - Medical Services

Schedule a Clinical Appointment
secure.health.columbia.edu (same day only)
Phone: 212-854-7426

Urgent or Immediate Assistance
Phone: 212-854-7426 (for nurse consultation 24/7)

Columbia Health - Counseling and Psychological Services

Alfred Lerner Hall, 5th and 8th Floors
2920 Broadway
Phone: 212-854-2878 (available 24/7)

Mount Sinai Morningside: Emergency Room

443 W 113th St (at Amsterdam Ave)
Phone: 212-523-3336

Office Of The Registrar

210 Kent Hall, MC 9202
1140 Amsterdam Avenue
Email: registrar@columbia.edu

Student Service Center

210 Kent Hall
Phone: 212-854-4400
Email: ssc@columbia.edu

ID center

210 Kent Hall
Phone: 212-854-4400
Email: idcard@columbia.edu

Columbia Residential

Phone: 212-854-9300
Email: residential@columbia.edu

Columbia International Students & Scholars Office (ISSO)

524 Riverside Drive, International House North, 1st Floor
Phone: 212-854-3587
Email: isso@columbia.edu

Columbia University Information Technology (CUIT)

CUIT Walk-in Center
202 Philosophy Hall
CUIT Helpline: 212-854-1919
Email: askcuit@columbia.edu