

THE OFFICE OF GRADUATE STUDENT SERVICES

# Master of Philosophy Degree Application



COLUMBIA | ENGINEERING

The Fu Foundation School of  
Engineering and Applied Science

Department guidelines for completing the Master of Philosophy degree application for submission to The Fu Foundation School of Engineering and Applied Science and the Graduate School of Arts and Science.

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1. Once a department has determined that a student is ready to be cleared, please complete the following two forms:
  
2. GSAS Application for the Degree of Master of Philosophy
  - a. Application requires the signature of the department attesting that all requirements have been met.
  - b. Application requires the signature of the Office of Graduate Student Services to verify that all requirements have been met\*.
  
3. Program Plan - Graduation Clearance for the M.Phil.
  - a. Supplemental to GSAS's form, departments must provide evidence of minimum credit requirements beyond the M.S. degree. \*This form must be accompanied with the GSAS form before the Office of Graduate Student Services will sign-off.
  
4. Once the Office of Graduate Student Services has signed-off on both forms, materials will be scanned and emailed to the departments and GSAS.

This section should be completed by the student and submitted to the department or doctoral program.

STUDENT'S NAME, IN ALL CAPITAL LETTERS, AS IT SHOULD APPEAR ON THE M.PHIL. DIPLOMA (first, middle, last, suffix)		<input type="checkbox"/>	Name includes diacritics/accents
		<input type="checkbox"/>	Name is different from SIS/SSOL
M <input type="checkbox"/> F <input type="checkbox"/>	STUDENT PID/ ID NUMBER	STUDENT UNI	REQUESTED DEGREE DATE Month: Year:
DISSERTATION SPONSOR	SPONSOR UNI	DIPLOMA ADDRESS*	
DOCTORAL PROGRAM	<input type="checkbox"/> ICLS		

\* Students must also enter this "Diploma Address" into SSOL, separate from all other addresses. This is where the diploma will be shipped.

This section must be completed by the department or doctoral program and submitted to GSAS.

Requirements for the M.Phil.

<b>MASTER'S DEGREE</b> <input type="checkbox"/> IN-COURSE GSAS M.A. Month/Year Awarded _____ <input type="checkbox"/> ADVANCED STANDING FOR FREE-STANDING GSAS M.A. Month/Year Awarded _____ <input type="checkbox"/> ADVANCED STANDING FOR M.S. FROM SEAS Month/Year Awarded _____ <input type="checkbox"/> ADVANCED STANDING FOR OTHER MASTER'S DEGREE Name of Institution _____	<b>RESIDENCY</b> N/A <input type="checkbox"/> SIX RESIDENCE UNITS EARNED AT THE END OF THE FOLLOWING TERM _____ _____
<b>LANGUAGE PROFICIENCY</b> N/A <input type="checkbox"/> LANGUAGE EXAMS AND DATES _____ _____ _____ SATISFACTORY ALP SCORE ACHIEVED (IF REQUIRED) <input type="checkbox"/>	<b>COURSEWORK</b> ALL COURSE AND/OR POINT REQUIREMENTS FOR THE DOCTORAL PROGRAM WERE COMPLETED AT THE END OF THE FOLLOWING TERM _____ _____
<b>DISSERTATION PROPOSAL</b> DATE STUDENT SUCCESSFULLY DEFENDED THE PROPOSAL _____	<b>QUALIFYING EXAMINATIONS</b> PLEASE LIST ALL REQUIRED QUALIFYING EXAMINATIONS, AND THE DATE ON WHICH THE STUDENT PASSED. _____ _____ _____
	PROPOSAL NOT REQUIRED FOR THE M.PHIL. <input type="checkbox"/>

I have reviewed the above-named student's progress and performance, and recommend that the M.Phil. degree be awarded. This student may continue toward the Ph.D.

I have reviewed the above-named student's progress and performance, and recommend that a terminal M.Phil. degree be awarded. This student may NOT continue toward the Ph.D.

*For GSAS use*

SIS / ZUMS  
 SIS / NAME  
 SIS / ZTRF  
 SIS / ADSX  
 SIS / STUD  
 Access  
 Award letter

APPROVED:

DATE:

\_\_\_\_\_  
SIGNATURE OF CHAIR OR DIRECTOR OF GRADUATE STUDIES DATE

\_\_\_\_\_  
SIGNATURE OF SEAS OR TC OFFICE OF THE DEAN (IF APPLICABLE) DATE