

Name:

Degree Milestones for PhD Students

Instructions:

Check box if completed. Enter semester and year of actual or *anticipated* completion. Note requirements associated with each milestone.

✓ Completed Milestone	Completion Date (Term & Year)	Notes on requirement
Taken BINF G4000 Acculturation to Programming & Statistics & BINF G4001 Intro to Computer Applications in Health Care & Biomedicine with grade of B or above	Fall 20__	Must be completed in first term of enrollment. May place out of BINF G4000 via placement exam
Taken BINF G4003 Methods I: Symbolic Methods with grade of B or above	Term & Year _____	Requires permission of instructor. Complete by end of Fall term of 2 nd year.
Taken BINF G4002 Methods II: Computational Methods with grade of B or above	Spring 20__	Requires working knowledge of programming, data structures and algorithms. By permission of instructor. Complete by end of Spring term of 2 nd year.
Taken BINF G6002 Research Methods (CL, PH, TR) OR BINF G4013 Biological Systems Analysis (BIO, TR) OR BINF G4006 Translational Bioinformatics (TR) w/grade of B or above	Term & Year _____	Complete by end of Spring term of 2 nd year.
HIPAA Certification & Mandatory RASCAL Training: http://www.columbia.edu/cu/compliance/docs/training/index.html	Fall 20__	Must be completed in first term of enrollment
Selected Permanent Research Advisor	Term & Year _____	Must be completed by 5/1 of first year
Taken and Passed CMGS G4010 Responsible Conduct of Research & Related Policy Issues	Spring 20__	Must be completed by spring term of first year.
Taken 1 of 3 Educational Objectives with grade of B or above	Term & Year _____	See approved course listings on website
Taken 2 of 3 Educational Objectives with grades of B or above	Term & Year _____	See approved course listings on website
Taken 3 of 3 Educational Objectives with grade of B or above	Term & Year _____	See approved course listings on website
Taken two graduate level domains with grade of B or above		Approved by advisor or Graduate Program Director.
Taken & passed Oral I/Breadth Exam after successfully completing 4 core courses. Apply for MA degree (form online from Registrar's website).	Spring or Summer of 20__	May only be taken twice. Once passed, apply for MA degree through Morningside Registrar's Office.
Taken BINF G8010 MPhil Teaching Experience with grade of B or above	Spring or Fall 20__ Spring or Fall 20__	Must TA two courses. Enroll in section corresponding to course instructor for term in which you TA
Chosen Two Internal Faculty for Dissertation Committee		Must be appointed DBMI faculty
Taken Oral II/Depth Exam. See <i>DBMI Trainee Handbook</i> for instructions and DBMI website for Oral II/Depth Exam form for Committee Chair (not your sponsor but most senior ranking faculty member appointed on your committee)		Email Rosemary abstract 3 weeks in advance. Schedule it in ICRC (BIO students) or PH20 online (CL, PH, TR students)
Taken and passed Dissertation Proposal Defense within 6 months of Oral II/Depth Exam. Bring proposal form from Dissertation Office website http://gsas.columbia.edu/forms to exam. Give Marina form post-exam.		Email Rosemary abstract 3 weeks in advance. BIO students schedule it in ICRC. CL, PH & TR students in PH20 Conference Room from DBMI website.
Choose 2 additional committee members for Dissertation Defense Committee. Consult with Marina about faculty on dissertation committee, defense timing, and distribution date. Dissertation distribution date impacts funding and student status. Submit Intent to Distribute and Dissertation Defense Application Forms to Marina.		Fill in Intent to Distribute & Dissertation Defense forms & give to Marina. At least 1 of the 5 members must be external. Email CV of external member(s) if they have not served on a Columbia dissertation committee to Marina.
Schedule Dissertation Defense. Distribute Dissertation. Obtain approval card needed for the dissertation deposit from GSAS Dissertations Office. Defend and deposit dissertation.		Email Rosemary abstract 3 weeks in advance. Schedule defense in either in ICRC (BIO) or PH20 online (CL, PH, TR).
Complete any additional paperwork as needed (NLM termination notice, OPT application, etc).		See Marina.
Submit future contact information to Kang		Email, employment.