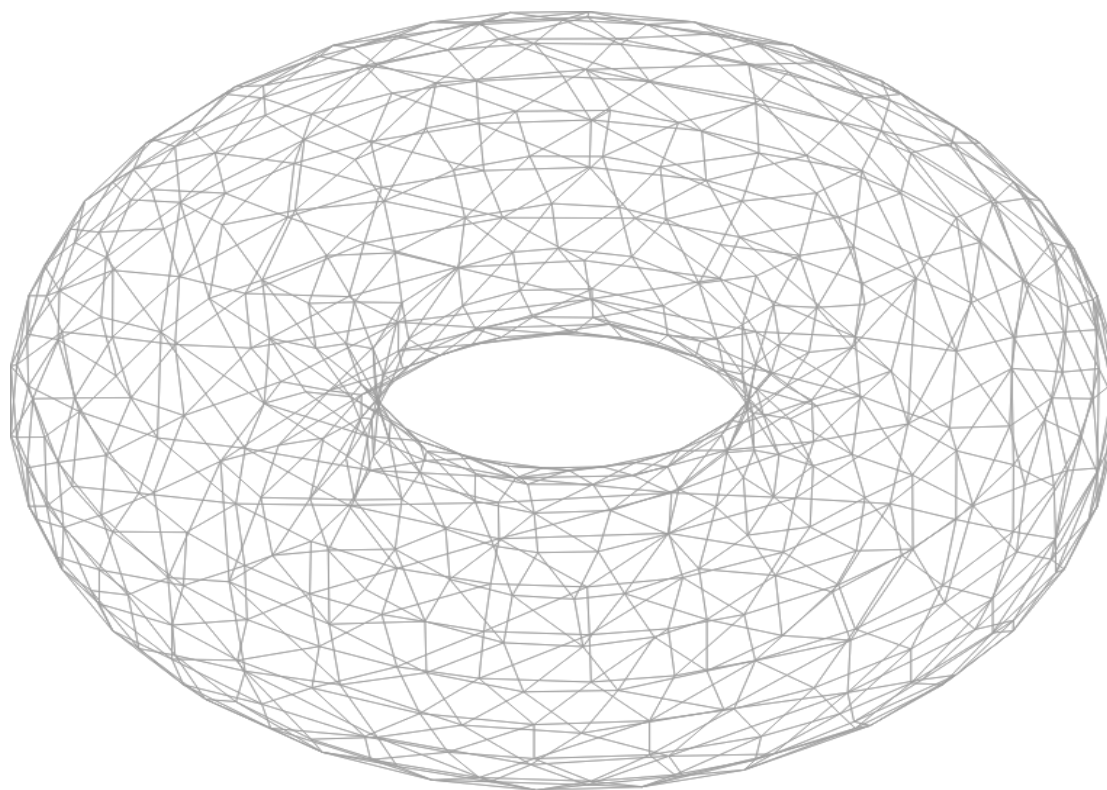


PhD Student Handbook

Department of Mathematics

Columbia University



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RESOURCES FOR NEW STUDENTS

DEPARTMENT CONTACTS

- Prof. Michael Harris, *Director of Graduate Studies & first year advisor*, 522 Math
- Prof. Melissa Liu, *Department Chair*, 623 Math
- Prof. George Dragomir, *Calculus Director & Director of Student Teaching*, 410 Math
- Prof. Peter Voit, *Computer Systems Administrator*, 421 Math
- Emma Sheinbaum, *Administrative Coordinator*, 509 Math
- John Ciampi, *Academic Coordinator*, 411 Math
- Zubaida Pinky, *Finance Manager*, 510 Math
- Deniz Ozdol, *Director, Academic Administration & Finance*, 511 Math
- Ethan Hall and Rafah Hajjar-Munoz, *Graduate Student Representatives*, 408/611 Math

NEW STUDENT ARRIVAL

Incoming students should plan to arrive approximately 7-10 days before classes begin, depending on availability of housing. Students are expected to be available for any required events during the week immediately prior to the start of classes, including orientations with the [Graduate School of Arts & Sciences](#) (GSAS) and the Department. Earlier arrival dates are not recommended, nor should students plan to arrive after classes have started.

CREDENTIALS VERIFICATION

The Office of the Provost mandates that all incoming students at Columbia complete a credentials verification process. This entails confirming both the authorship of [letters of recommendation](#) and validating official [transcripts](#). Failure to complete this process by the provided deadline will prevent registration beyond the fall term and may result in dismissal from the program.



NOTE: Students who previously attended an international institution that cannot send transcripts electronically must contact [World Education Services \(WES\)](#) and order a “Course-by-Course Evaluation with International Credential Advantage Package”. This process may take several weeks or longer, so start early!

GSAS ONLINE TUTORIALS

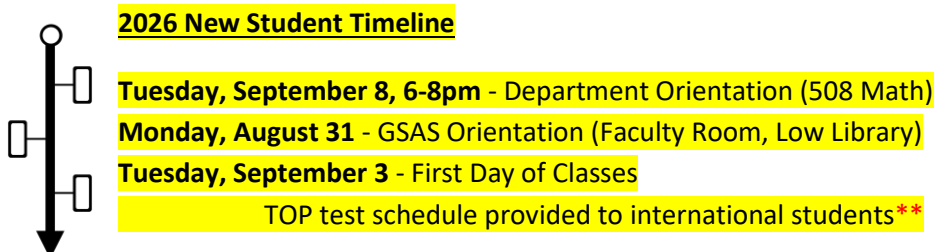
Incoming students are expected to uphold the highest possible standards as members of the Columbia University community. In order to understand the University’s core values and policies, incoming students must complete several online tutorials **prior to arriving on campus**. Further details and instructions on accessing the materials are provided by GSAS.

CALENDARS

Academic Calendar: <https://registrar.columbia.edu/event/academic-calendar>

Department Calendar: <http://www.math.columbia.edu/calendar-math/events/>

GSAS Events Calendar: <https://www.gsas.columbia.edu/content/news>



See "[Registration Requirements](#)" section below

** See "[International Students](#)" section below

Frequently Asked Questions for New Students via GSAS: <https://www.gsas.columbia.edu/content/frequently-asked-questions-new-students>

BUILDING & OFFICE ACCESS



Offices for first (and some second) year graduate students are in rooms **206 A/B**. Additional student offices are located in rooms **408** and **610**. All students will receive a key to their office plus two additional building keys, which can be picked up from room 509 Math or from a graduate student representative. Lost keys will be replaced for a fee of \$10 per key.

Key Number	Description	Room Number
1.2	PhD Student Offices	206 A/B, 408, 610
1.3	Miscellaneous rooms	504 - Copy Machine Room 508 - Cantor Lounge 406 - Math Help Room 507/528/622 Seminar Rooms, Stairwell, Corridor Doors
1A.64	Computer room (printer, scanner, workstations)	421 Math
ID Card*	Swipe access	Building Entrance

* Pick up ID Card during GSAS Orientation, or at the [ID Card Center](#)

The Columbia ID card provides after-hours access to the Mathematics Building, as well as access to other campus spaces, including the [Mathematics Library](#), [GSAS Student Center](#) in Philosophy, [Butler Library](#), and

[Lerner Hall](#). To request evening/weekend access to the Mathematics building, students must supply their ID card number to the department DAAF.

COMPUTING

The Columbia University email account (“UNI”) is the primary tool of communication. The UNI will be sent to the email address associated with the admissions application. To activate this account:

- Go to: <https://www.cuit.columbia.edu/cuit/manage-my-uni>
- Select “Activate My UNI or LionMail Account” and follow the prompts



Wi-Fi access is available throughout most of campus. There are two Wi-Fi networks: a publically accessible “Columbia University” network (no login required) and a secure “Columbia U Secure” network, which provides increased data security measures. Instructions to register for the secure network can be found on the [CUIT Wireless Network](#) page.

DEPARTMENT PHOTOS

Faculty and graduate student pictures are posted online in the department directory as well as the 5th floor hallway photo board. Visit the administrative office in 509 Math to have a picture taken, or email a high-resolution headshot (.jpg or .png format) to the Administrative Coordinator.

MEDICAL INSURANCE



Each fall, all registered full-time students must confirm enrollment in the student insurance plan (domestic students may apply for an insurance waiver if covered by outside insurance). The GSAS fellowship package includes coverage of student insurance premiums. Qualified dependents may be enrolled in the student health plan; premiums for dependents are also covered by GSAS. A subsidy towards an optional dental plan is available, for students who elect to add dental coverage. Full time students who do not make an election by the deadline will be automatically enrolled in the individual plan. For more details, see the [GSAS Student Health website](#).

Columbia offers a wide range of health services, including medical, counseling, and disability services. Additional information and resources can be found on the [Columbia Student Health](#) website.

HOUSING

All incoming students are guaranteed five years of affordable housing through [Columbia Residential](#). It is ***strongly recommended*** that new students accept this offer. If the initial housing offer is declined, students will be responsible for their own living arrangements. Housing applications submitted after the deadline or in subsequent semesters are ***not*** guaranteed. Students will be placed on a waitlist and housing is subject to availability.



NOTE: The admissions offer includes additional housing details: a unique ID number, sign-up code and link. Apply by the specified deadline to secure access to campus housing.

Student housing is billed on a monthly basis. Charges will appear on the student account in SSOL during the last week of each month for the following month, with payment due on the first of each month. Rent for the first month is prorated based on the move-in date. Payment can be managed through the [Student Financial Services](#) website.

For students seeking non-Columbia housing (again, generally **not recommended**), the [Off-Campus Housing](#) website can be used as a possible resource to explore nearby sublets and rentals.

BANKING

There are four major banks in the neighborhood:

- Santander Bank: 109th & Broadway (and campus ATMs)
- Citibank: Two locations - 110th & Broadway and 120th & Broadway
- Chase Bank: 109th & Broadway
- Bank of America: 107th & Broadway



Information on applying for a bank account can be found on the [ISSO website](#). A US bank account is required for stipend and payroll direct deposit. For information on payments, see "[GSAS Fellowships](#)".

MAIL INFORMATION

Student mail and packages are delivered to room 509 Math. Please be sure to stop by and check for mail on a regular basis! Mail and packages can be addressed as follows:



Your Name
Columbia University
Department of Mathematics
Room 509, MC 4406
2990 Broadway
New York, NY 10027

INTERNATIONAL STUDENTS

STUDENT VISAS

International students typically require a visa to study at Columbia. The most common student visa types are F-1 or J-1. Contact Columbia's [International Students and Scholars Office](#) (ISSO) as soon as possible to apply for the necessary [certificate of eligibility](#).

Students must [report arrival](#) to ISSO within 7 days of arriving in New York. This process is simple, can be completed online via the Compass portal, and is required to activate the SEVIS record. Failure to report an arrival date will lead to termination of the visa and loss of student status.

ENGLISH LANGUAGE REQUIREMENT

GSAS policy stipulates that all students must demonstrate oral and written proficiency in English. In order to satisfy this requirement, all international students who are from countries where English is not the primary language are required to take a brief screening exam prior to arrival at Columbia. Based on these results, students may be 1) exempted from further testing, 2) called back for an additional in-person test, or 3) required to take a semester-long course for [International Teaching Fellows Training](#). This is to ensure students can communicate instructional concepts clearly and efficiently. Screening exam results are provided to the department, and a determination provided to students within a few days.

GSAS FELLOWSHIPS



GSAS Fellowships provide an academic year stipend/salary, summer stipend, coverage of tuition, Health Service fees, student insurance premiums, University Facilities fees, and International Student fees. Students are required to pay a “Student Activities fee” (each semester), a one-time “Document Fee” (during the first semester only), and any course-specific fees (such as language, music, or lab fees for non-Mathematics courses). Late registration or late payments will incur additional fees and must also be paid by students. Transactions can be viewed through the student account section of [SSOL](#), which should be monitored on a regular basis.

First year students are funded through lump sum stipend disbursements. After the first year, students will be hired and paid semi-monthly through payroll. Refer to the appointment sections for [first year](#) and [second year](#) students for additional information.



Note: Stipends and payroll are taxed differently. Information on taxation of stipends and payroll can be found on the [Student Financial Services](#) and [Payroll](#) websites, respectively. The department cannot provide individual tax advice.

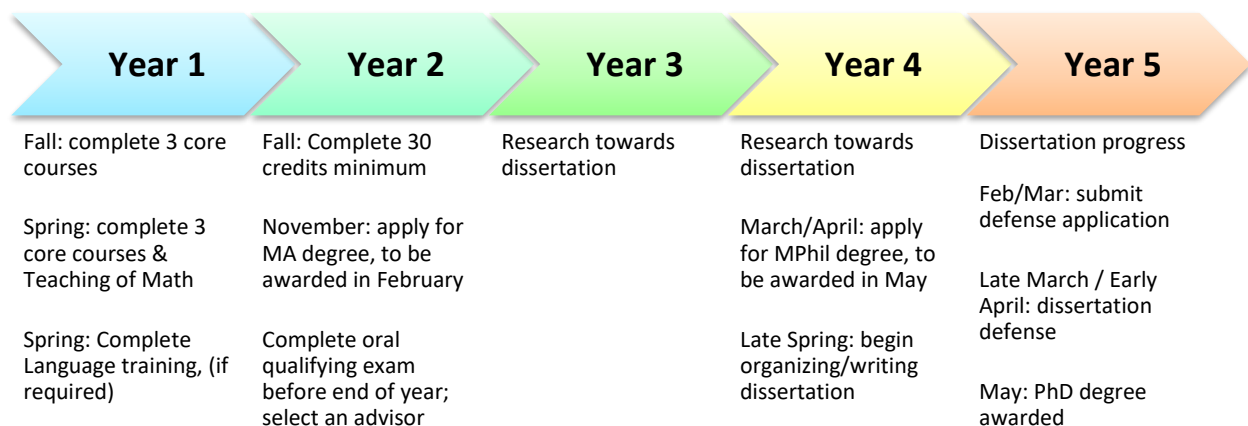
GSAS NEW STUDENT GUIDE

For additional helpful information and resources, please see the [GSAS New Student Guide](#).



STUDENT TIMELINE

The department expects students to defend their dissertation and graduate within five years. A typical program timeline is summarized below:



YEAR ONE

COURSEWORK

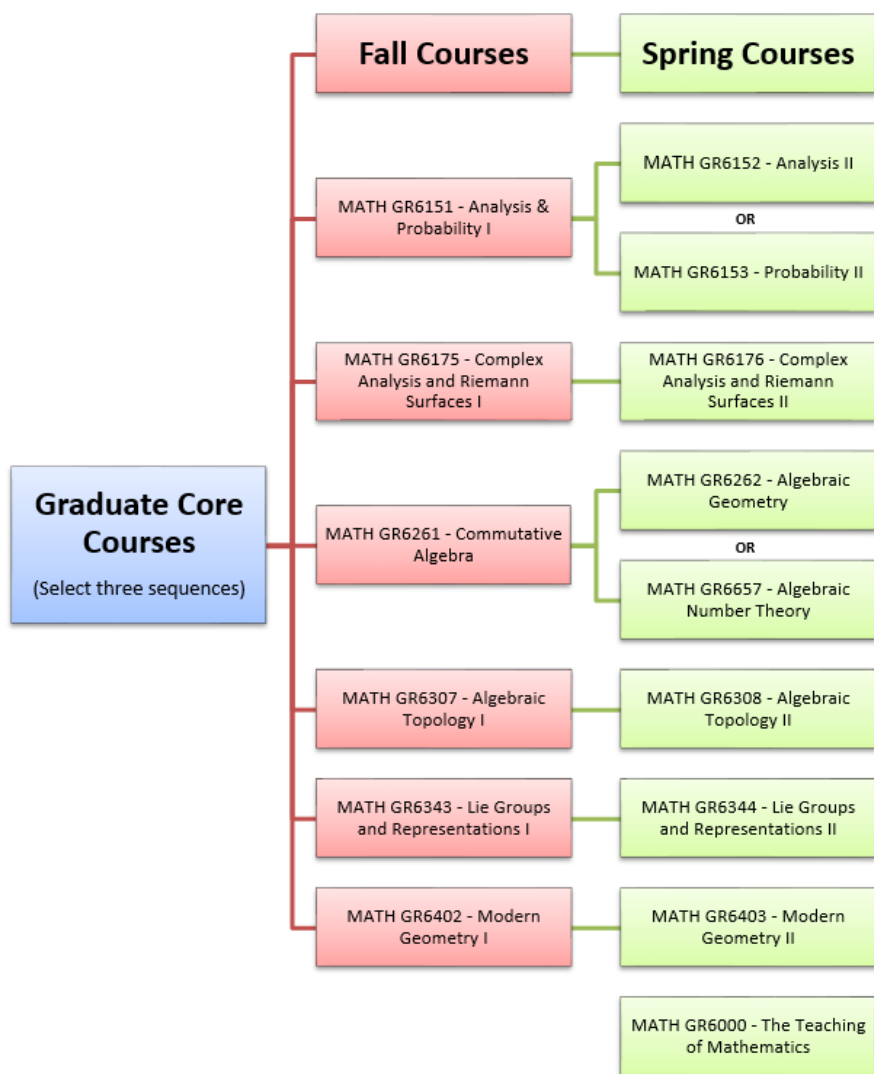
During the first year, students are expected to focus on required coursework. Core courses are centered broadly around six different major research topics. Students are required to complete full year sequences in three of these topics. In some instances, (Analysis II and Probability II, Algebraic Geometry and Algebraic Number Theory) there are two different choices offered for the second half of the sequence; only one spring course is required to complete the sequence.

All students are expected to complete a minimum of six core courses; three in the fall term, and three in the spring term. Additional courses may be taken during the first year, however, course selections should be made in consultation with the Director of Graduate Studies (DGS).

In addition to the minimum six courses, first year graduate students are required to complete a one semester seminar titled “The Teaching of Mathematics”, designed to provide basic training in teaching techniques. This course is only offered during the spring term, and will prepare students for instructional duties the following semester.

The department expects that all students will complete six core courses. Students who have completed graduate coursework at other institutions should select core courses that complement or expand on previous study. In rare cases, students may receive approval to substitute a core course with another advanced graduate course offered at Columbia (e.g., in Statistics, Physics, etc.). Prior written approval must be obtained from the DGS for any such exemption or substitution. This arrangement must be deposited with the department administrative office at the time of DGS approval.

OVERVIEW OF CORE COURSES



TEACHING

The department requires all first-year students to schedule and work two hours per week in one of the Mathematics Help Rooms. This experience serves as an introduction to working with undergraduate students and provides valuable preparation for future instructional assignments.

APPOINTMENT

First year students supported by GSAS fellowships are designated "Dean's Fellows". This is not a formal appointment, rather a designation provided in recognition of the impressive credentials required for admission to the program and future promise as a researcher and scholar. Dean's Fellows do not receive

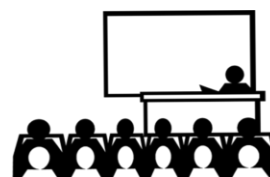
an instructional assignment during the first year, and should focus on completing required coursework and Help Room hours.

Fellowship funds during the first year are disbursed entirely through stipends in the fall and spring terms; one installment in September and a second in January. In order to receive the stipends, students must have the required information in SSOL, including residence unit registration, mailing and local addresses, and direct deposit information. Missing information will delay stipend disbursement.

YEAR TWO

COURSEWORK

By the end of the third semester (fall of year two), students must successfully complete a total of 30 credits in order to qualify for the [MA degree](#) and remain in [good academic standing](#). Each core course is 4.5 credits; therefore, students will have accumulated a total of 27 credits after completion of the minimum six core courses (note the Teaching of Math seminar is a zero credit course). One additional graduate level course of 3 or more points must therefore be completed. This can be achieved either with an additional core course, a topics course, or a relevant non-mathematics course at any point during the first three semesters. Students considering a course outside Mathematics (such as statistics, data science, physics, advanced programming, etc.) must receive advance approval from the DGS in writing to ensure the course is appropriate and will count towards the degree. As a basic requirement, to be eligible for consideration outside courses must be 4000 level or above.



After core courses, Teaching of Math, and 30 total credits are complete, students are not required to enroll in additional courses. There are a limited number of advanced topics courses and research seminars offered each semester for which registration is strongly encouraged when appropriate. Advanced courses are typically identified as GR8xxx or GR9xxx courses. Note, however, there are some advanced GR6xxx topics courses (the course number should not be taken as an indicator of difficulty). Topics courses will be advertised on the department website and bulletin boards prior to the start of each term so it is clear what topics are offered.



IMPORTANT: Remember, even if not registering for credits, students *must always register for a Residence Unit* (see "[Registration Requirements](#)").

Students may choose to enroll in non-mathematics courses on the side, provided it does not detract from research progress, and total credits do not exceed 18 per term. Students are responsible for the payment of any course fees for outside courses (such as language, music, or lab fees). In general, students should not take more than one or two non-mathematics courses in any given semester.

FINDING AN ADVISOR

At the beginning of the second year, students should identify and approach a potential advisor regarding topics and an oral exam. The DGS may be consulted for assistance identifying or contacting potential advisors. A list of approved advisors can be found on the GSAS [Doctoral Dissertation Advisors](#) webpage.

QUALIFYING ORAL EXAM

During the second year of study, students should complete the qualifying oral examination. The oral exam should focus on a major topic and a minor topic. The major topic is typically an area of primary interest that may lead to a dissertation topic. A minor topic is intended to establish a wider breadth of understanding in mathematics and should not be directly related to the major topic. During the exam, students must demonstrate mastery of both major and minor topics through a clear presentation and subsequent questioning from committee members. It is not intended to demonstrate original research, but a deep comprehension of existing literature. An outline or syllabus of the topics should be approved by the committee members in advance.

The exam committee consists of three faculty members; in almost all cases one of the committee members will likely end up as the dissertation advisor of the student. Additional faculty or students are not permitted in the room during the exam. At least one committee member must be an approved [Dissertation Advisor](#) in Mathematics. The remaining members may be any combination of postdocs, junior, or senior faculty. It is generally recommended that all committee members come from within the Mathematics Department. However, with approval from a senior faculty committee member, one examiner may be from an outside department, school, or institution. After completion of the exam, one committee member must notify the department administrator and DGS (in writing) with the following details:

- Date of exam
- Outcome
- Major and minor topics
- Probable dissertation advisor (if determined)

The outcome of the exam may be one of the following, which must be mutually agreed upon by all three committee members:

- **Pass:** Students who exhibit mastery of the topics will pass the exam and may proceed with research towards a dissertation under the guidance of the agreed upon faculty advisor.
- **Retake:** Students who show competency but lack mastery on one or more topics may be asked to retake the exam. This must be re-scheduled prior to the end of the subsequent academic term (fall or spring). Changes in topic(s) and/or committee member(s) are permitted. Only one retake is allowed.
- **Fail:** A student who fails the exam will not be permitted to continue in the program after the end of the semester in which the exam was taken.



Note on switching research topics: students who pass the oral exam and subsequently wish to make a *substantial* change to their research focus may be asked to retake the oral exam on the new major topic. Changing advisors or topics within the same general field will not require an additional oral exam.

TEACHING

Starting in the second year, students will be assigned as either a Teaching Assistant (TA) to a specific course(s), or as a Teaching Fellow (TF) and primary instructor of record.

TAs are expected to work under the direction of a faculty instructor and may be assigned tasks such as: grading assignments, grading exams, proctoring exams, or lecturing for an occasional course meeting. TAs must also schedule three office hours per week in the appropriate Math Help Room.

TFs are assigned as a primary instructor of record and are responsible for all course content: syllabus, lectures, grading, etc. TFs are permitted to teach College Algebra, Calculus I, or Calculus II during the academic year. With sufficient enrollment, an undergraduate TA will be assigned to assist with grading of assignments, but undergraduates **may not** grade exams. TFs are not required to schedule Help Room hours, but should plan to hold regular office hours. The Calculus Director / Director of Student Teaching should be consulted when planning the course syllabus, contents, and assignments. For more details on teaching, see [Teaching Guidelines](#).

APPOINTMENT

Beginning in the second year, and for each subsequent semester supported by GSAS fellowships, students will receive an official appointment as either a Teaching Assistant or Teaching Fellow. TA and TF positions are University appointments and reflect instructional services; the appointment replaces the first year “Dean’s Fellow” designation.

While on appointment, students receive fellowship funding as salary through payroll, rather than lump-sum stipend disbursements. Payroll is issued semi-monthly on the 15th and last day of each month (or prior business day if this falls on a weekend).

NEW HIRES

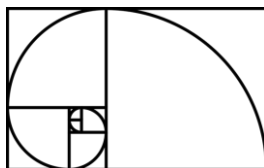
Prior to the first term in which students are appointed (typically fall of year two), a “new hire packet” is required in order to be placed on payroll. Students will be contacted by the department with the required forms and instructions. Students must complete and submit all required documents **within the first two weeks of the semester**.



IMPORTANT: Students who do not complete the required hiring paperwork by the deadline will have a hold placed on their student account. Failure to submit the paperwork will result

in delayed salary, and may prevent registration in future semesters if not resolved in a timely manner.

Processing of hiring paperwork may take 2-3 weeks once all required steps and forms have been provided to the department. After the appointment is active, students are strongly encouraged to sign up for payroll direct deposit. This is a separate direct deposit system from the SSOL/stipend, and can be accessed through [MyColumbia](#).



YEARS THREE TO FIVE

COURSEWORK

See [Coursework](#) above. Continue to [register for a residence unit](#) each semester.

RESEARCH

After successful completion of the oral exam in year 2, there is very little formal structure in the program. Students are tasked primarily with self-directed research on problems of interest that may lead in the direction of a dissertation. It is expected that students will proactively communicate with their advisor on a regular basis to receive appropriate guidance and training on research. There is no set schedule, but regular check-ins should occur at least monthly; for most students, weekly meetings may be more appropriate.

Most students will begin to compile an early draft of a dissertation around the end of the fourth year, and defend the dissertation in the spring of the fifth year.



TEACHING

As in [year two](#), students continue to be assigned as either a TA or TF each semester.

It is strongly recommended that students serve as instructor of record for one semester in either the third or fourth year, in order to meet the department's teaching requirement. Only courses taught during the academic year count towards the teaching requirement; courses taught during summer session do not count towards this requirement.

The department suggests (but does not require) that students consider teaching twice prior to applying for jobs, especially for those who wish to continue in academia after graduation. It is difficult for a faculty member to write a strong teaching recommendation letter based on a single course, where course

evaluation responses are limited and may not provide a complete picture of instructional ability or show pedagogical improvements over time. For more details on teaching, see [Teaching Guidelines](#).

APPOINTMENT

As outlined [above](#), students supported by GSAS fellowships will continue to be appointed either as a Teaching Assistant or Teaching Fellow each semester.

BEYOND THE FIFTH YEAR



In exceptional cases, students may be permitted to stay beyond the fifth year. Such instances are granted on a case by case basis, and must be approved by an advisor, the Director of Graduate Studies, and GSAS no later than January or February of the fifth year of study.

GSAS guarantees five years of fellowship support; students staying for a sixth year may request an additional year of GSAS fellowship support but approval is not guaranteed. Receipt of external funding does not extend the five year GSAS funding guarantee. Should the request for an additional fellowship year be denied, students will be required to pay all tuition and fees to remain in the program.

Self-funded students do not receive any stipend or salary and are responsible for **all costs** of enrollment (tuition, health insurance, housing, and all other fees). Self-funded students do not receive an instructional assignment, and must register for a special Residence Unit called Matriculation & Facilities. This RU category allows students to retain full time registration status but carries a significantly reduced tuition rate.

Students should never make arrangements for an additional year, whether intending to self-fund or not, without prior approval from the department and GSAS.

DISSERTATION AND DEFENSE

During the fifth year, students should plan to defend and deposit a dissertation. Columbia awards degrees three times during the year: October, February, and May. The deposit process must be completed by the appropriate [deadline](#) in order to receive a diploma on the desired date. If the deadline is missed, the diploma will not be awarded until the next degree conferral date. No exceptions are made for late submissions.

There are four key steps in the defense process:

- **Application** - an application for the defense must be submitted at least 2 weeks prior to the defense date (4 weeks is strongly recommended). The application must list five examiners, and the date, time, and location of the defense. The defense committee members must adhere to the [committee composition rules](#) provided by GSAS. Applications submitted with less than 2 weeks' notice will be summarily rejected by the Dissertation Office and must be rescheduled.
- **Distribution** - this occurs when a (mostly) complete copy of the dissertation is sent to the five dissertation committee members. Any significant changes made to the dissertation after initial distribution should be noted and communicated to committee members.
- **Defense** - presentation and examination of the dissertation. Only the five approved committee members are allowed to sit in the room during a defense.
- **Deposit** - the process of submitting the final/complete version of the dissertation to GSAS for publication. The deposit process requires successful completion of all revisions identified during the examination (such changes must be approved by the advisor), passing the formatting review, payment of a deposit fee, and submission of the online "Survey of Earned Doctorates".



IMPORTANT: The defense must be scheduled with sufficient time to complete the deposit process outlined above. The formatting review in particular can be difficult to plan for, as it may take several rounds of revisions and last several days to several weeks. It is strongly recommended students read the [Formatting Guidelines](#) and/or use the Word or LaTeX templates while preparing the dissertation to help reduce the review time.



NOTE: After the end of the term in which *distribution* occurs, students will cease to be eligible for housing, gym access, visa sponsorship, etc.

POLICIES & PROCEDURES

ACADEMIC INTEGRITY

All GSAS students are subject to the standards of academic integrity and conduct of research and behavior as outlined on the [GSAS Academic Integrity](#) webpage. Students who are accused of a violation of these policies (e.g., plagiarism, harassment, etc.) will be investigated under a process called Dean's Discipline. Students who are found to be guilty of a violation will be dealt with harshly, as Columbia does not tolerate misconduct of any kind.

ON-CAMPUS REQUIREMENT

It is expected that all graduate students will arrive on campus **prior to the first day of class** and remain in residence until the end of the final exam period or all course and instructional duties have been discharged. **This includes grading of final exams.** There is no requirement to be present during summer.

Students who wish to arrive late or leave early must receive approval from the Director of Graduate Studies, in writing, at least 3 months in advance. Exceptional cases (such as a medical or family emergency) should be communicated to the DGS as soon as possible. Students who make unapproved travel plans that disrupt their availability for instructional responsibilities at any point during the semester may be placed on academic probation. Repeat offenders may be dismissed from the program.

CONTINUOUS REGISTRATION REQUIREMENT

Students are required to register for a Residence Unit (RU) every fall and spring semester. This is also known as the “Continuous Registration” requirement. The RU is the basis for fellowship and stipend disbursements, and determines full time student status. Register for the RU as early as possible, preferably during advance registration windows, to ensure a smooth start to each semester. Failure to register for the RU will result in loss of student housing, visa status, academic standing, and may potentially be grounds for dismissal from the program.

Register for the RU using the standard course enrollment process in [SSOL](#). For Mathematics students, there are two primary categories of residence unit:

- **1-RESIDENT UNIT MORNINGSIDE: RESI GR0001.** Standard Resident Unit (RU) for the first six semesters of enrollment (years 1 through 3).
- **1-EXTENDED RESIDENCE F/T: EXRS GR0001.** After accumulating six standard RUs, students must register for the Extended Residence Unit (ER). Typically for students entering year 4 and beyond, unless an approved leave of absence is taken within the first three years.



IMPORTANT: DO NOT REGISTER FOR SUMMER SESSION! The continuous registration requirement **does not** include summer. Registering for a summer resident unit will incur tuition and fees not covered by the GSAS Fellowships and must be paid out of pocket.

ADDING AND DROPPING COURSES

The first two weeks of each semester are known as the “Add/Drop Period”. During this time, students may freely add and drop courses without penalty. To make changes to a schedule, simply submit a request via [SSOL](#). In cases where the desired course is full or requires instructor approval, students will be placed on a wait list. Note that wait lists will automatically clear prior to the last day of Add/Drop.

After Add/Drop has ended, changes to a student’s schedule may be subject to academic or financial penalties. It is therefore extremely important to ensure courses are finalized prior to the Add/Drop deadline. Courses remaining on a student’s schedule after the Add/Drop deadline will appear on academic transcripts.

There is one additional deadline for dropping courses around six weeks into each semester. Students who drop a course after Add/Drop but prior to the final drop deadline will receive a [grade](#) of W (Withdrawn),

which will be reflected on the academic transcript. All courses remaining on a schedule after the final drop deadline must receive a letter grade.

TRANSCRIPTS & GRADES

TRANSCRIPTS

Transcripts can be requested online through [SSOL](#). The Office of the Registrar is the official office of record for grades, degree history, and other academic certification and information. Transcripts and certifications to other institutions or third parties (e.g., for job applications), can be made by placing a request on the [Registrar's website](#).

GRADES

GSAS follows the standard letter grading system of A, B, C, D, and F (highest to lowest). Plus and minus letter grades may also be used at the discretion of individual instructors. Most courses will receive a letter grade by default. Additional types of grades are Pass/Fail, Incomplete, Registered, and Withdrawn.



- Pass/Fail (P/F): When available, students may request to take a course Pass/Fail or reverse a decision on [SSOL](#) any time from the start of the semester until the eleventh week of classes. After the P/F deadline, decisions to take a course Pass/Fail are not reversible, and any request to take a letter grade course as Pass/Fail basis will not be granted. Students should discuss the selection of the P/F grading option with the DGS prior to the deadline. A course that has been taken for P/F may not be repeated for a letter grade, with the exception of topics courses offered in different terms.
- Incomplete (INC): The mark of INC is given to a student who has satisfactorily met all the requirements of a course except for the completion of certain assigned papers and/or the final examination, which the student has been compelled to postpone for reasons that are beyond the student's control and satisfactory to the instructor. Requests for an INC must be arranged directly with the course instructor.

Per GSAS policy, incompletes must be resolved no later than the end of the semester immediately following the mark of INC. Should an INC not be resolved by the deadline, the INC will be changed to an F. Courses taken in other departments or schools may be subject to different policies.

- Registered (R): The mark of R is a non-evaluative grade that confers credit for registration without designating a letter grade. This appears on SSOL and official transcripts. Students who elect to take a course for R credit are not required to take the final examination; however, they must meet all other course requirements unless the instructor states otherwise in writing. Before electing to

take a course for R credit, students should first consult the DGS to learn whether the course is needed for a degree requirement. Students must also confer with the instructor of the course to obtain permission for R credit. The option for R credit may be elected until the Pass/Fail deadline in the eleventh week of classes. A course that has been taken for R credit may not be repeated for a letter grade, with the exception of topics courses offered in different terms.

- Withdrawn (W or UW): Courses that are dropped after the add/drop period are considered Withdrawn and will appear on student transcripts with a grade of W. The mark of UW (Unofficial Withdrawal) is assigned to students who register for a course but never attend or discontinue participation prior to the due date of substantive work.

GRADE APPEAL

Students wishing to appeal a final grade should first contact the course instructor to attempt to resolve the dispute informally. If no resolution occurs, students should next consult their advisor, Director of Graduate Studies, and/or Department Chair. If the dispute is still not settled, a student should submit a detailed written statement describing the disagreement and steps taken to date to the [Office of the Dean](#) no later than thirty working days after receiving notice of the final grade. Grade changes are not allowed after a student has graduated and a terminal degree has been conferred.

GPA

Graduate Students in the Arts & Sciences are required to maintain a minimum GPA of 3.0, which is equivalent to a B letter grade average. If a student's cumulative GPA drops below a 3.0, they will be placed on academic probation. Students on probation will have a one semester period, immediately following notice of probation, in which to raise the GPA above 3.0, either by retaking a course or by completing additional coursework. Should the minimum 3.0 GPA not be met after the end of the probationary term, students will be dismissed from the program.

Students must receive a minimum grade of C- on all courses to count towards the MA degree. Grades lower than C- will not be considered towards the required 30 credit minimum requirement. Students who receive lower than a C- may retake a course the following year or substitute another core or topics course (in the same or subsequent semester). Written approval from the DGS must be obtained for any substitutions, and must include an explanation for the grade received.

LEAVES, WITHDRAWALS, & OTHER ABSENCES

The department expects that students will follow the GSAS policy for [Continuous Registration](#). In the event there is a compelling personal or academic situation, students may request one or two semesters of leave. Requests for longer breaks in study may require a withdrawal from the program. Students who withdraw must apply for readmission in a subsequent admissions cycle. Applications for leaves, withdrawals, and reinstatement can be found in the [GSAS Policy Handbook](#).

In limited cases, students may be able to study away from Columbia. If interested, please review the list of options [provided by GSAS](#). Students interested in applying for one of these programs should consult their advisor and the DGS to discuss individual plans and receive advance written approvals.



NOTE: Studying away from Columbia may result in fees or other substantial costs applied by Columbia and/or the host institution (such as tuition or housing) that are not covered by GSAS fellowships. Be sure to understand the cost of studying away before making a commitment!

Short-term absences during a semester are permitted. A short-term absence is defined as an absence not exceeding one week, and may be for any number of personal or professional reasons, including travel to attend a conference, personal or family emergencies, etc. Students should discuss short term absences with the DGS, an advisor, and/or course instructor(s) as appropriate. It is the student's responsibility to ensure any instructional responsibilities are covered during a short term absence.

STUDENT SEMINARS

Graduate students may self-organize weekly research seminars on topics of their own choosing. Student seminars are excellent resources to learn new material, practice giving lectures, and broaden research ideas. Students interested in creating a seminar may want to coordinate with the Director of Graduate Studies, create a website for organizational purposes, and notify the departmental coordinator (to list the seminar on the departmental calendar).

The Director of Graduate Studies will approve a select number of student seminars for one lunch or dinner per week, to be reimbursed by the department. Seminar meals must comply with the department's [reimbursement policies](#). Student seminar meals may not include alcohol. In order to be approved and to continue to receive funding, seminar websites must be actively maintained and updated each week. Failure to maintain current information on weekly talks, submitting multiple meal requests per week, or abusing the ordering process will result in a loss of department funding (in which case, students may continue to meet and discuss research but will not receive reimbursement of meals).

RESERVING ROOMS

Rooms may be reserved for any number of reasons: seminars, recitation sessions, office hours, individual meetings, collaboration sessions, dissertation defenses, etc. To reserve a departmental seminar room (507, 528 or 622) contact the department's Administrative Coordinator with details of the request: date(s), recurrence, time, size of group, etc. To reserve a medium- or large- size classroom in the building, contact the [Registrar](#) (for course related events) or [University Events Management](#) (for non-course events).

TRAVEL AND OTHER FUNDING

The department has limited funding to support student travel to attend conferences, seminars, and workshops. In general, **students should not travel during their first year while classes are in session.**

However, once coursework is completed, attending relevant professional events can be extremely beneficial for research progression. Students interested in attending an event should seek funding in the following order:

1. Apply for funding with the event organizers (if available)
2. Discuss with an advisor if faculty grant funds are available
3. Request support from department funds by sending an email to the department's Business Manager, including the conference details and a cost estimate

To submit travel reimbursements, students must receive prior approval from a faculty advisor or the DGS and ensure that approval is communicated to the department administration (including confirmation for use of grant funds). Requests for department funds that are not pre-approved will be summarily rejected.



Travel expenses eligible for funding are limited to round trip transportation (e.g., airfare, rail, bus, taxi, etc.), and lodging. Depending on cost, location, and availability of other funds, it may be the case that only a subset of expenses will be covered by the department. Meals will not be reimbursed by the department, but may be covered by a faculty advisor's grant if explicit approval is obtained in writing prior to the start of travel.

All travel expenses must comply with department and university [reimbursement policies](#). Students traveling internationally for business purposes must [register the travel with Columbia](#) in advance. Any expenses that do not adhere to policy will not be reimbursed.

ADDITIONAL EMPLOYMENT

ON-CAMPUS WORK

On occasion, the department may have a need for additional graduate TA support. In such cases, the department may ask for volunteers to perform extra instructional work. This may take the form of either a second full TA assignment or as hourly grading for a set or subset of assignments or exams. A volunteer who agrees to a second full assignment as a TA will receive a fixed amount of additional compensation, and will be expected to act as a regular full time TA for that course. Additional Help Room hours are not required. Students who agree to do hourly grading of a particular assignment or exam will receive hourly pay. For hourly grading, the total number of hours worked should be reported to the department after the assignment is complete. Only currently appointed students are eligible to volunteer for these types of additional work.

Students may work for other departments and programs on campus in a limited capacity. During the academic year, students may work a maximum of **20 hours per week** across all campus jobs combined.

Over the summer, the upper limit is 35 hours per week (including instructional work for Summer Session).

Before accepting an on-campus offer of employment, students should notify the DGS and Department Administrator with details of the job, such as the hiring department and manager/supervisor, hours per week, duration of employment, compensation amount, and type of appointment (if known).

Examples of other on-campus work include (but are not limited to): the Science Honors Program, grading for another department, and hourly work at the library.

OFF-CAMPUS WORK

Students should limit off-campus employment. Some additional work, such as part time tutoring, is allowed (and encouraged, to the degree that it supports research and/or pedagogical improvement). However, off-campus work should be limited to approximately 10 hours per week during the academic year. Sufficient time must be retained to focus on coursework, research, instructional assignments, and other requirements for good academic and administrative standing.

Any outside employment must be part-time and temporary in nature. Under no circumstances should a student accept an internship or full-time offer of employment during a semester of full-time residency. International students must also consult with [ISSO](#) regarding off-campus employment to ensure visa compliance. Students who accept a full time off-campus job during the academic year will be asked to withdraw from the program.

GSAS POLICIES

In addition to departmental policies outlined in this handbook, all PhD students are subject to the rules and regulations of GSAS and Columbia University. In cases where both a GSAS and department policy exist, the more restrictive policy will apply (typically this will be the department policy, but not always). Please visit the [GSAS Policy Handbook](#) for additional resources.

SATISFACTORY ACADEMIC PROGRESS AND GOOD STANDING

Progress towards the PhD in Mathematics is measured by several factors, all of which must be maintained satisfactorily:

- Academic progress
- Academic standing
- Administrative standing

These factors are described below, along with repercussions and disciplinary steps that are taken if not maintained appropriately.

ACADEMIC PROGRESS

During the course of studies, students will earn three degrees:

1. Master of Arts (MA)
2. Master of Philosophy (MPhil)
3. Doctorate of Philosophy (PhD)



1. MA Requirements - Successful completion of six core courses and the Teaching of Mathematics seminar, a minimum total of 30 credits, and 2 Residence Units. All requirements must be met by the end of the third semester of enrollment. This degree is typically conferred in February of the second year.



Note: Only courses at the 4000 level and above with a minimum grade of C- will count towards the MA degree.

2. MPhil Requirements – Receipt of the MA degree plus an additional 4 RUs, successful completion of an oral qualifying exam, selection of an advisor, and at least two semesters as a course instructor and/or teaching assistant. All requirements must be completed by the end of the fourth year.

3. PhD Requirements - Defense and deposit of the dissertation.

ACADEMIC STANDING

As outlined in the “[Grades](#)” section of this handbook, students must meet the minimum standards for individual courses and the overall GPA to remain in good academic standing.

ADMINISTRATIVE STANDING

Satisfactory effort towards academic progress must be demonstrated by providing regular updates on research activity to an advisor. This includes, but is not limited to, email and in-person meetings, as well as any required progress updates requested by GSAS or the DGS.

It is expected that students will respond to communications in a timely fashion, participate in departmental seminars, and meet departmental standards of instruction. This includes working the Help Room at the scheduled times and grading assigned homework and/or exams by deadlines established by the course instructor.



IMPORTANT: Students who repeatedly fail to appear in the Help Room or do not complete assigned grading on time will be placed on probation for loss of good Administrative Standing.

After receiving the MPhil, GSAS requires that students perform regular “dissertation progress meetings”. Students must schedule meetings with their advisor and at least one other faculty member each semester to discuss progress towards the dissertation. The dates and participant(s) of these meetings must be documented and reported.

FAILURE TO MAINTAIN PROGRESS AND/OR STANDING

Consequences for failing to maintain academic progress, academic standing, or administrative standing as outlined above may include verbal and written warnings, probation, suspension, or dismissal. The Department will advise students who are not in good standing of corrective steps to take, the deadlines for doing so, and the consequences of failing to comply. A student who fails to make corrective actions within the specified time frame will be terminated from the program. In cases of evident and extreme failure to achieve progress or remain in good standing, a student may be dismissed from the degree program without a probationary period.

Students who feel they have been unfairly disciplined should refer to the [GSAS website](#) for additional details and information on the appeals process.

TEACHING GUIDELINES

TEACHING REQUIREMENT



The department believes that instructional training is an integral part of the development of graduate students to become future researchers and scientists. Moreover, a large percentage of students will look for jobs in academia after graduation. Many Universities now ask for proof that prospective faculty members are effective teachers, and hence look for prior teaching experience as well as teaching recommendation letters from faculty and copies of student evaluations.

Every graduate student is required to be the instructor of record during a regular semester (fall or spring) **at least once** during their time here. The course shall be Calculus I, Calculus II, or College Algebra. We generally advise students to do this in their 3rd or 4th year here. Students are encouraged to be the instructor of record more than once, but this is not a requirement. Students who are interested may teach during the summer, but summer courses do not count towards the requirement.

INSTRUCTIONAL RESPONSIBILITIES

First year students do not teach, however in order to provide useful exposure to the scope of their future educational role, are required to assist in the Help Room (2 hours per week). All other students are

required to fulfill additional teaching duties while supported by the GSAS Fellowship. Teaching opportunities in the department are as follows:

- 1) College Algebra, Calculus I or Calculus II instructor
- 2) Teaching Assistantship (TA)
- 3) Supervision of a section of the Undergraduate Seminar
- 4) (Optional) Teaching during Summer Session

A handwritten mathematical formula in blue ink, showing the definite integral of a function f(x) from a to b, which equals the difference in the antiderivative F(x) evaluated at b and a. The formula is written as $\int_a^b f(x) dx = F(b) - F(a)$.

COLLEGE ALGEBRA, CALCULUS I OR CALCULUS II INSTRUCTOR

Graduate students are permitted to teach College Algebra, Calculus I, or Calculus II during the academic year. Student instructors of record are solely responsible for their course section, including grading of assignments, making and grading exams, and holding office hours. Section enrollment is limited to 30-35 students per graduate instructor. Given sufficient enrollment, an undergraduate Teaching Assistant may be assigned to assist the course. Undergrad TAs may grade regular assignments and hold recitations and office hours, but CANNOT grade exams or give or proctor lectures. It is the graduate student instructor's responsibility to grade all exams and submit final grades at the end of the semester.

TEACHING ASSISTANT

During semesters not assigned as an instructor of record for College Algebra, Calculus I, or Calculus II, students are assigned to assist a faculty instructor via a Teaching Assistant (TA) role. This involves grading homework and exams, holding office hours, and working three hours per week in the Help Room. The specific duties and expectations of a TA role should be discussed with the course instructor at the beginning of each semester.

SUPERVISION OF SECTIONS OF THE UNDERGRADUATE SEMINAR

Students assigned to the Undergraduate Seminar supervise the work and the lectures of undergraduate students. The Undergraduate Seminar is typically supervised by a senior faculty member. The subject of each individual section is often proposed by the graduate student, in consultation with the faculty supervisor and registered students. Because the seminar requires a greater time commitment than a normal TA role, no Help Room hours are required for this assignment.

It is generally preferred, but not required, that students assigned to the Undergraduate Seminar have prior TA experience within the department.

(OPTIONAL) TEACHING DURING SUMMER SESSION

Additional teaching opportunities are available during the summer term. Summer instruction is coordinated through the Summer Session program in the School of Professional Studies (SPS). SPS provides additional compensation to summer instructors, which makes these positions attractive. Students may volunteer to serve as either an instructor or TA during the summer. In addition, students

teaching during the summer are allowed to teach 1000, 2000, or 3000 level courses. This provides opportunities to teach more advanced material than can be taught during the academic year. Summer courses often have smaller enrollments than courses taught during the academic year.

Summer teaching is entirely voluntary; as stated previously, summer teaching does not count towards the instructional requirement. The department will never require a student to work during the summer unless there is an extremely compelling and unique situation. Given the limited instructional opportunities available during the academic year and the additional compensation provided by SPS, summer instructional opportunities can be very valuable.



IMPORTANT: Teaching a summer course requires being present for the entire duration of the course. Summer courses run for 6 or 12 weeks, and missing even a single class can seriously and negatively impact the course. Do not volunteer to teach a summer course if there are known travel plans that conflict with course dates (vacations, conferences, etc.).

SELECTION

Teaching assignments are made in conjunction with the Director of Undergraduate Studies, the Calculus Director, the Director of Graduate Studies, and the Department Chair, who will take into consideration both the teaching obligations of the department and the needs and expertise of each graduate student.

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All students supported by GSAS fellowships are required to receive an instructional assignment each semester. Students supported by a non-University fellowship or award are generally expected to receive an instructional assignment, with some exceptions. Refer to the section on “[External Fellowships and Awards](#)” for more details. Finally, all teaching assignments are contingent upon a student’s satisfactory academic progress.



NOTE: The department collects teaching preferences from students each semester, however there is no guarantee that students will receive a preferred assignment. Some students will inevitably be assigned to teach or TA a course that was not requested.

HELP ROOMS

The Department maintains two Help Rooms, which are spaces for one-on-one and small group tutoring to undergraduates in need of assistance on course-related material. Help Rooms are staffed by both undergraduate and graduate Teaching Assistants throughout the day. First year graduate students will be scheduled for two hours per week. After the first year, the workload increases to three hours per week and is considered part of the normal duties as a Teaching Assistant.

- **Barnard Help Room – 502 Milstein – College Algebra through Calculus III**
- **Columbia Help Room – 406 Math – Calculus IV and higher math**

TUTORING SERVICES

The Math Help Rooms are NOT intended for private tutoring or non-course related material. The department does not officially offer private tutoring services. However, many graduate students may wish to offer private tutoring as a side job. Students who have an interest in doing so may contact Peter Woit to be placed on the department's tutoring email list. The department regularly receives inquiries from outside parties looking for private tutors; such requests are directed at this listserv. It is then up to individual students to respond and make arrangements if the tutoring request is attractive.

Private tutors are free to set their own rates and restrictions, and must also resolve individual disputes; the department does not intervene in private tutoring in any way. Please see "[Off-Campus Work](#)" for additional details on accepting non-Columbia work.

GUIDANCE AND TRAINING

The Director of Student Teaching is responsible for the training and advising of student instructors. Students are encouraged to consult this faculty member for assistance with: creating a syllabus, problems with students or grading, best practices in the classroom, using SSOL, etc.

THE TEACHING OF MATHEMATICS SEMINAR

First-year students are required to participate in a semester-long course entitled "Teaching of Mathematics". Generally this course will be taught by the Director of Student Teaching. In this seminar students will practice:



- Writing a syllabus
- Writing and grading exams
- Lecturing on a Calculus topic
- Creating and managing digital course materials

Usually students will be asked to prepare an hour-long lecture, and will deliver about half of it. The presentation is then discussed by the class and the faculty instructor. Other means of instruction might include giving a lecture in an actual Calculus section, with feedback from the faculty instructor and the class.

General advice on the philosophy and practice of teaching mathematics in an American University is also discussed in the Teaching Seminar, with more information available in the department's [Faculty Teaching Guide](#).

There is also a [manual prepared by the Graduate School of Arts and Sciences](#), which may be consulted for general guidance.

SPECIFIC TRAINING REQUIREMENTS

COLLEGE ALGEBRA, CALCULUS I, OR CALCULUS II

Sample syllabi are available on the web for [Calculus courses](#) and [College Algebra](#). Course meetings are held at the beginning of the semester with the Director of Student Teaching, or a faculty member designated as course lead, to discuss the syllabi and other issues pertaining to all sections of a course, such as exams and grading policies. At least once a semester, the Director of Student Teaching or a delegated faculty member will visit each class taught by a graduate student for the purposes of evaluation and feedback. The Director of Student Teaching serves as the course leader for College Algebra and is responsible for advising the Teaching Fellows assigned to this course.

TEACHING ASSISTANTS

Individual faculty instructors are responsible for the training and guidance of the students who are assigned to their courses. Specific duties and expectations will vary by course and instructor. TAs should expect to meet and discuss the instructor's requirements at the beginning of each semester.

UNDERGRADUATE SEMINAR

The primary faculty instructor for the Undergraduate Seminar will provide overall direction and guidance of the seminar, as well as individual training/mentoring for each graduate TA.

SUMMER SESSION

The Director of Student Teaching (or delegated faculty member) serves as the representative for the Summer Session and is responsible for, among other tasks, advising graduate students and overseeing summer courses and instructional assignments.

EVALUATION

Course evaluations are collected at the end of every semester. These evaluations are one of the elements taken into account when writing letters of recommendation. Needless to say, student evaluations are subjective and do not always provide a complete and accurate picture of a student's instructional abilities and performance. Accordingly, comments from faculty members are also taken into account. The Calculus Director will also evaluate the students teaching Calculus sections by visiting at least one class meeting during the semester.



FAIRNESS ISSUES

Insofar as is possible, the duties of the various Teaching Assistant opportunities are deemed roughly comparable. A point of reference is the amount of time spent by a graduate student working for a section of Calculus. This is estimated at approximately 10 hours per week, on average. Note that “on average” means that some weeks may require more than 10 hours of work (for example, after midterms or finals) while other weeks may have less than 10 hours of work.

The level of teaching must be deemed satisfactory, both in fairness to undergraduates who take the courses, and as part of the training for all graduate students. It is of course also not possible to write a good teaching letter for a student who is not an adequate or dedicated teacher. Likewise, the department cannot nominate graduate students as instructors in the summer session if they do not have an adequate teaching record.

Complaints from undergraduate students taught by graduate students come to the attention of the Director of Student Teaching or the Director of Undergraduate Studies. They assess the validity of the complaints, and find remedies as appropriate. In the past, some student instructors have found it useful to distribute an informal questionnaire in the middle of the semester to see if the pace of the course is appropriate and/or solicit suggestions or feedback on their lectures.

Grievances by graduate students of any sort (assignment, duties, training, instruction, student-related, etc.) should be resolved first by bringing them to the attention of the Director of Student Teaching and/or the Director of Undergraduate Studies. If they cannot be resolved at this stage they should be appealed first to the Director of Graduate Studies, next to the Department Chair, and then to the Assistant Dean for Graduate Teaching at GSAS.

EXTERNAL FELLOWSHIPS AND AWARDS



GSAS requires that all students make a good faith attempt to apply for external funding at least once during their first two years. This may include awards from federal sources (governments or government agencies) or private sources (foundations and scholarships). Resources to help with the search for and application to external fellowships can be found on the [GSAS External Fellowships website](#). Note that receiving external fellowship does not extend the five years of guaranteed funding provided by GSAS. In other words, outside funding will replace GSAS support rather than postpone it.

GRADUATE RESEARCH FELLOW (GRF)

DEFINITION

Students who are awarded an external fellowship, such as a National Science Foundation Graduate Research Fellowship or a Samsung Scholarship are appointed as either a zero salary Teaching Assistant or zero salary Teaching Fellow. Most students who receive an outside award will also qualify for an additional “top-off” stipend (depending on the type and terms of award). For details on the top-off policy, visit the [GSAS External Fellowship Policy](#) website.

APPOINTMENT

Fellowship recipients will receive a zero salary appointment during the terms the external fellowship is active. During a zero salary appointment, fellowship funding is disbursed via stipends by the Financial Aid office. The exact amount of the stipend will depend on the terms of the fellowship, but will be no less than the total funding of a GSAS Fellowship during the same period.

TEACHING

The department expects that externally funded students will, in general, continue with normal teaching duties. That is, students must teach at least one course during years two through four and must serve as a TA during other semesters. External award recipients may request an exemption from TA duties as follows:

- One- or two-year fellowships: one semester off
- Three- or more-year fellowships: two semesters off

Requests for an exception should be made when the department prompts students for a given semester’s instructional preferences. Approval for an instructional exemption is contingent upon departmental instructional needs. However, requests that are more disruptive (such as after an assignment has been finalized and posted) may be less likely to succeed if alternate arrangements cannot be found.

Students who have an external fellowship that expressly forbids instructional work (such as an NDSEG Fellowship) will not be assigned instructional duties beyond the minimum required by GSAS, which is two completed semesters by the end of the fourth year. In such cases, an assignment as a TA or instructor will satisfy the requirement. Summer session work will not count towards the requirement.

GRADUATE RESEARCH ASSISTANT (GRA)

DEFINITION

A Graduate Research Assistant (GRA) is a student funded by a faculty grant, rather than the standard GSAS fellowship. A faculty advisor may choose to support students with grant funds for either one or more semesters, as funding permits. In most cases, an advisor will designate a GRA based on merit or other qualifications; students typically do not apply for a GRA position, although may query their advisor if grant funding is a possibility.

APPOINTMENT

Selected students will receive an official university appointment as a Graduate Research Assistant, and receive salary via semi-monthly payroll. Due to the timely nature of processing payroll for grant funded positions, completing required GRA paperwork quickly is of utmost importance. Students who do not complete the required paperwork within the first two weeks of a semester will receive an administrative hold on their student account.

Students who are appointed as a GRA must also complete a brief training called “Responsible Conduct of Research” (RCR). This is a federal requirement intended to prevent research misconduct and/or abuse. Training can be completed in a variety of ways, with the simplest being a brief online course. Students who are required to complete RCR will be notified and provided with links to various training options.

TEACHING

A student who receives a GRA position will, in general, continue with his or her normal teaching responsibilities. However, with the approval of the grant’s Principal Investigator (almost always the student’s advisor), a GRA may get relief of up to two total semesters from teaching, with a maximum of one semester per academic year.

Requests for an exception should be made when the department prompts students for a given semester’s instructional preferences. Approval for an instructional exemption is contingent upon departmental instructional needs. However, requests that are more disruptive (such as after an assignment has been finalized and posted) may be less likely to succeed if alternate arrangements cannot be found.

HELP AND RESOURCES

Questions not answered in this Handbook can likely be answered by searching on the [Department of Mathematics](#) or [GSAS](#) websites. The most common places to go for assistance are those individuals listed in the [Department Contacts](#) section and:

GSAS Student Affairs: GSAS Office of Student Affairs oversees students' careers at Columbia, including: grading, registration, housing, leaves and withdrawals, student life, orientation, and graduation. To contact or make an appointment:

- gsas-studentaffairs@columbia.edu or (212) 854-8903

GSAS Financial Aid: For questions about stipends, fees, disbursements or fellowship funding, contact the Office of Financial Aid. To contact or make an appointment:

- gsas-finaid@columbia.edu or (212) 854-3808

Offices: GSAS offices are located in room 109 Low Library.

