The City College of New York
GRADUATE AFFAIRS
THE GROVE SCHOOL OF ENGINEERING

Steinman Hall, Room 209
160 Convent Avenue
New York, New York 10031
Tel. (212) 650-8030
Fax: (212) 650-8090

INSTRUCTIONS TO SCHEDULE THE SECOND EXAM

Congratulations on your upcoming Second Exam!

Please see the dates below and submit your Exam information within the time frame allowed and at least four (**4) weeks** before the date you plan to hold your exam.

SPRING SEMESTER:
Submit Exam information and draft proposal from February 1st to April 15th
Select a date to hold your exam from March 1st to May 15th
Deadline to Submit Change of Level for Fall Semester: September 5th
EXAM WILL NOT BE SCHEDULED OUTSIDE OF THE PRESCRIBED DATES

SUMMER SESSION:
Submit Exam information and draft proposal from June 15th to July 15th
Select a date to hold your exam from July 15th to August 15th
Deadline to Submit Change of Level for Fall Semester: September 5th
EXAM WILL NOT BE SCHEDULED OUTSIDE OF THE PRESCRIBED DATES

FALL SEMESTER:
Submit Exam information and draft proposal from September 1st to November 15th
Select a date to hold your exam from October 1st to December 15th
Deadline to Submit Change of Level for Spring Semester: February 5th
EXAM WILL NOT BE SCHEDULED OUTSIDE OF THE PRESCRIBED DATES

You may apply for the Masters of Philosophy at the time you request a move to Level 3. Read the section "AFTER THE SECOND EXAM"

YOU MUST REQUEST THE MPHIL TO BE AWARDED THE DEGREE
Check your record two weeks after the graduation date to confirm award status

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INSTRUCTIONS TO SCHEDULE THE SECOND EXAM

Below please find a list of the information you have to provide to Graduate Affairs in order to have your **Second Exam** prepared and publicized. Please e-mail information **IN THE TEXT OF YOUR EMAIL** to Ms. Maria Velazquez, mvelazquez@ccny.cuny.edu, ***four (4)weeks*** in advance of the scheduled date. Be sure to send this information from your CCNY email and copy Ms. Belkys Bodre, bbodre@ccny.cuny.edu, your mentor and the Ph.D. Advisor.

In your email Subject Line please indicate: **Request to Schedule the Second Exam-Your Name and Exam Date**

Your Name as it appears on CUNYFirst:
CUNYFirst ID#: 22200033
Title of Defense: Hydrate Forming Emulsion
Day and Date of Defense: Monday, September 28, 2017
Time: 10:00 AM
ZOOM Meeting ID or Building and Room Number: Steinman Hall, Rm. 603

List of your guidance committee. You must have a minimum four- (4) committee members, five is preferred. Be advised that for the Final Exam you will be required to have a minimum of FIVE committee members**. Include Title, Department, Affiliation and institutional or Business email. Personal emails are not acceptable, see sample below.**

1. Prof. John Smith, Mentor, Dept. of Biomedical Engineering, The City College of New York, jdoe@ccny.cuny.edu

2. Prof. Jane Doe, Dept. of Chemistry, The City College of New York, jdoe2@ccny.cuny.edu

3. Prof. Jane Jones, Dept. of Biomedical Engineering, The City College of New York, jjones@ccny.cuny.edu

4. Dr. James Doe, Department of Orthopedics, Mount Sinai School of Medicine jdoe@mssm.edu

ABSTRACT

Attach a stand-alone PDF copy of your dissertation abstract maximum one page, 500 words. Abstract must include the proposal title, your name, your department affiliation and your mentor's name in that order. See sample abstract below, DO NOT USE OUR LETTERHEAD.

DISSERTATION PROPOSAL DRAFT

Attach a PDF copy of your proposal draft, which will be sent to your Committee Members when their invitation to attend your exam is extended. We strongly recommend that you send an updated copy of your proposal draft to your Guidance Committee at least two weeks before the Exam.

AFTER THE SECOND EXAM

Complete an Institutional Review Form and submit a copy of the form, with ALL required signatures, to Graduate Affairs. Keep a copy of the signed form, you will need to submit it again after your defense.

Submit a request to move to Level 3 **IF** in addition to passing your Second Exam, you have completed your Program's course credit and research credit requirements.

You may apply for the Masters of Philosophy (MPhil) at the time you request a move to Level 3. Please note the earlier deadline to submit a change of level when requesting the MPhil. See below.

SPRING SEMESTER

Deadline to meet requirements for MPhil and request the degree: May 25th
MPhil Degree Date: May 31st /June 1st
To be awarded the MPhil you must be registered for the Fall semester
Deadline to Submit Change of Level for Fall Semester: September 5th

SUMMER SESSION

Deadline to meet requirements for MPhil and request the degree: August 25th
MPhil Degree Date: September 1st
To be awarded the MPhil you must be registered for the fall semester
Deadline to Submit Change of Level for Fall Semester: September 5th

FALL SEMESTER

Deadline to meet requirements for MPhil and request the degree: Dec. 25th
MPhil Degree date: January 1st
To be awarded the MPhil you must be registered for the Spring semester
Deadline to Submit Change of Level for Spring Semester: February 5th

Once you are at Level 3 you must register for Dissertation Supervision (K9000) with your mentor and 6 credits of Weighted Instructional Units (WIU I0006) with the Ph.D. Advisor. *K9000 and WIU I0006 are the only courses you can register as a Level 3 student.*

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SAMPLE ABSTRACT

IMPACT OF COMPLEX FENESTRATION ON THE BUILDING ENERGY SAVINGS: QUANTIFICATION AND APPLICATIONS

James Smith
Dept. of Electrical Engineering
Mentor: Joanne Doe

Abstract

A key element in a well-designed building is the full exploitation of the available solar radiation. Solar radiation, via its visible and infrared spectrum, affects the natural illumination and the heating/cooling load. However, solar radiation offers natural lighting as well. Hence, daylight advocates argue for as much daylight as possible in order to offset electric lights, and enhance employee productivity. In contrary, a window is a major heat-loss element, when compared to a well-insulated wall. Thus, promoters of building energy efficiency propose airtight office spaces with small windows in order to minimize the weak thermal link and achieve energy savings. The root of this debate lays on the role geometric factors (e.g., window orientation, window to wall ratio-WWR) have on illumination levels and HVAC energy consumption. Although the interaction of solar radiation with heating/cooling needs has been recognized, a clear and quantified understanding of this interplay is still missing. Such an understanding is important in developing next generation active facades that adapt to outdoors and/or indoors environmental conditions, occupants needs and future energy efficiency regulations.

In this dissertation, we first develop and describe a new methodology for quantifying how direct and diffuse solar radiation impact total energy consumption in standard perimeter office rooms by optimizing the allowed daylight penetration for achieving overall energy reduction. The goal of the study is to develop an understanding and to quantify the potential benefits on total energy consumption or savings from the "regulation" of the incoming solar radiation. We anticipate that the results of this dissertation can be utilized further to develop active glazing/façade specifications that would support new research and development of future advanced technologies on active facades/fenestrations that will enable users to achieve energy savings.