

## Instructions to student:

- Please complete this form and submit it to:
  - 1st:** Both Research and Departmental Advisor (if different) for approval to request the course import
  - 2nd:** Equivalent Course instructor at Columbia University
  - Last:** Return signed form to CS Graduate Student Services
- Form must be accompanied by course syllabus and transcript (in English)

## To qualify for Course Import review the course must meet the following minimum requirements:

1. The relevant faculty member is NOT the PhD advisor of the student, but IS a regular faculty in the Computer Science Department (not an adjunct, not faculty in another department, not a student)
2. The course being imported was completed within the past 5 years
3. The course appears on the students' transcript and the student received a grade of B+ or better
4. The course is a full-length course granting degree credit towards an undergraduate or graduate degree in Computer Science at the offering institution
5. The course was offered by a department named "Computer Science" or the student provides documentation that the department with another name is indeed the institution's Computer Science department

Student Name: \_\_\_\_\_ UNI: \_\_\_\_\_

**PRIOR COURSE INFORMATION:**

Number & Title of Imported Course: \_\_\_\_\_

Grade: \_\_\_\_\_ Credits: \_\_\_\_\_

Institution: \_\_\_\_\_ Department: \_\_\_\_\_

Term: \_\_\_\_\_ Year: \_\_\_\_\_

Syllabus/Class Homepage URL: \_\_\_\_\_

Syllabus is attached: \_\_\_ Yes \_\_\_ No      Transcript is attached: \_\_\_ Yes \_\_\_ No

Author, Title, & edition of textbook:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Describe programming assignments:**

**Notes to Reviewer:**

**COLUMBIA COURSE INFORMATION:**

Columbia Course: CSOR 4231 ANALYSIS OF ALGORITHMS Instructor: \_\_\_\_\_

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**FACULTY APPROVALS**

**Research & Departmental Advisor (if different) must agree to the request before the course instructor can review.**

Research Advisor: \_\_\_\_\_ Research Advisor Signature: \_\_\_\_\_

Departmental Advisor: \_\_\_\_\_ Dept Advisor Signature: \_\_\_\_\_

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**Course Reviewer please fill out this section:**

1. By signing, you attest that you are a regular CS faculty member but not one of the student's advisors.
2. By signing, you attest that you are a recognized expert authority on the subject matter of the course requested for import, that you have reviewed the course syllabus and any other materials, and that this course would be appropriate content and quality for our own department to offer.
3. By signing, you attest that you have reviewed the student-provided official transcript and other materials showing when the student took the course, that it was within the past five years, that the grade was B+ or higher, that the course was offered by a Computer Science department, and that it was a full-length course offering the usual number of credits as other CS courses at that institution.
4. If additional information is required from the student, do not check either box or sign the form until the student has provided that information and you have reviewed it.

**Course Import is approved**

**Course import is NOT approved**

Course Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_