

PhD Course Import Request

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 graduate course granting degree credit towards a masters and/or doctoral 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

PhD Course Import Request

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 Number & Title: _____

Columbia Course Instructor: _____

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: _____

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, that the course grants graduate credit in Computer Science at the offering institution (i.e., it is required or elective for a masters or doctoral degree in CS), and that it was a full-length course offering the usual number of graduate 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: _____