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 import of the course

- *2nd: Course Reviewer for approval of the non-Columbia course*

- *Last: Submit the signed form to via Mice import and assign to "PhD-Chair" not a specific person.*

- *Form must be accompanied by a transcript*

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

1. The non-Columbia course being imported was completed within the past 5 years (there are some exceptions, see import policy here).

2. The non-Columbia course appears on the students' transcript and the student received a grade of B+ or better (or the student provides documentation demonstrating equivalence to a B+ grade at Columbia)

3. The non-Columbia course is a full-length course granting degree credit towards a graduate degree (masters and/or doctoral) in Computer Science at the offering institution

4. In the case of importing a course taken *during* the student's enrollment in the doctoral program, as opposed to *before* enrolling, there must be no equivalent course regularly offered at Columbia

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:

Equivalent Columbia Course Number & Title (use 6998 Topics in Computer Science if there is no equivalent graduate lecture course here):

FACULTY APPROVALS

Research & Departmental Advisor (if different) must agree to the request before the course reviewer.

Research Advisor Name: _____ Research Advisor Signature: _____

Departmental Advisor Name: _____ Departmental Advisor Signature: _____

Course Reviewer please fill out this section:

1. By signing, you attest that this form has already been signed by the student's advisor(s).
2. By signing, you attest that you are a regular CS faculty member at Columbia but not one of the student's advisors.
3. 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.
4. 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 (or an exception applies), that the grade was B+ or higher, 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 at least the usual number of graduate credits as CS courses at that institution.
5. 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 Reviewer Name: _____

Course Reviewer Signature: _____Date: _____