UNIVERSITY OF MARYLAND, BALTIMORE COUNTY
DEPARTMENT OF COMPUTER SCIENCE & ELECTRICAL ENGINEERING

COURSE EQUIVALENCY REQUEST GUIDELINES
(For Ph.D. Students Only)

NOTES:

1. The limit for Ph.D. students is determined on a case-by-case basis in consultation with the student's research advisor, and the Graduate Program Director.

2. Ph.D. students must complete the form *"Course Equivalency Request Form"* located on the CSEE website under *"Student Forms".*

3. Required documentation for each requested transfer course:

- Copy of original transcript from the institution(s) where the course(s) were taken.
- Copy of course syllabus and catalog description. *The syllabus should be fairly detailed.*
- Copies of Exams, Homework Assignments, Projects, Tests, or Quizzes and other materials used in the course grade determination.
- **The course(s) MUST HAVE A UMBC EQUIVALENT**.

4. Requests should be made well in advance, so that approvals are in place before you submit the *"Application to Candidacy form".*

5. As necessary, the Graduate Program Director will consult with the appropriate CSEE faculty to Evaluate the course(s) materials.

6. Please allow up to **SIX/EIGHT** weeks for the evaluation process.

7. Only course(s) with a MINIMUM grade of "B" (or it's equivalent) will be allowed to transfer.

8. **Courses graded P/F will not be transferred. Any course(s) approved for equivalency will be counted as 3-credit hours per course here at UMBC**

PLEASE NOTE: APPROVED COURSES WILL NOT APPEAR ON YOUR UMBC TRANSCRIPT, AS YOU DID NOT TAKE THE COURSES AT UMBC. APPROVED COURSES WILL COUNT TOWARD YOUR DEGREE.

Email your materials in PDF format to Keara Fliggins, fliggins@umbc.edu

Revised by K. Fliggins: September 2021