

**UNIVERSITY OF MARYLAND, BALTIMORE COUNTY  
DEPT. OF COMPUTER SCIENCE AND ELECTRICAL ENGG**

**COURSE EQUIVALENCY REQUEST GUIDELINES  
For Ph.D. Students ONLY**

**NOTES:**

1. M.S. students can request up to SIX transfer credits for graduate courses taken elsewhere. M.S. students have to file the Graduate School's "Request for Transfer of Credits" Form.
2. The limit for Ph.D. students is determined on a case-by-case basis in consultation with the student's research advisor.
3. Ph.D. students must complete the "Course Equivalency Request Form" located on the CSEE website. The form must be signed by the student as well as student's research advisor.
4. Required documentation for each requested transfer course:
  - Original transcript copy from the institution where the course was taken.
  - Copy of course syllabus and catalog description. The syllabus should be fairly detailed.
  - Copy of exams, homework assignments, projects and other materials used in the course grade determination.
  - Appropriate equivalent course offered at UMBC, if a suitable match can be identified.
5. Requests should be made well in advance so that approvals are in place before the student submits the "Application to Candidacy" form.
6. As necessary, the GPD will consult with the appropriate CSEE faculty to evaluate the course materials.
7. Allow up to SIX weeks for evaluation of the request.
8. Only courses with a MINIMUM grade of "B" (or its equivalent) will be transferred.
9. Courses graded P/F will not be transferred.
10. Courses taken under the quarter system, an equivalent number of semester-level credits will be transferred as determined by the GPD based on necessary consultation with the advisor and Graduate Committee. Typically, a 5-credit quarter system course will be considered equivalent to a 3-credit semester course.

**Requests must be submitted to Keara Fliggins in the CSEE Graduate Program Office, ITE 325I.**