

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.**
9. Any course(s) approved for equivalency will be counted as 3-credit hours per course here at UMBC.

Please submit your materials to Keara Fliggins in the CSEE Department in the ITE Building, Suite. 325-I.

Revised by Keara Fliggins: June 2018