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