Department of Computer Science & Electrical Engineering

**COURSE EQUIVALENCY REQUEST GUIDELINES**

**(For PhD Students Only)**

1. The limit for PhD students is determined on a case-by-case basis in consultation with the student’s research advisor, and the Graduate Program Director.
2. PhD students must complete the form ***“Course Equivalency Request”*** 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 detailed***.
* Copies of exams, homework assignments, projects, tests, or quizzed, and other materials used in the course grade determination.

**The course(s) MUST have a UMBC equivalent.**

1. Requests should be made well in advance, so that approvals are in place before you submit the ***“Application to Candidacy”.***
2. As necessary, the Graduate Program Director will consult with the appropriate CSEE faculty to evaluate the course materials.
3. Please allow up to **SIX** weeks for the evaluation process.
4. Only course(s) with a MINIMUM grade of **“B”** (or its equivalent) will be allowed to transfer.
5. Courses graded P/F WILL NOT BE TRANSFERRED.
6. Approved courses for equivalency will be counted as **3** credit hours per course here at UMBC.
7. We cannot evaluate courses from other departments. The only courses that will be evaluated are CMPE, CMSC, and ENEE.
8. Courses must have been taught within the last five years in order to be considered for equivalency.

**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 PhD degree only.**

**Computer Science Students** – Courses must have been taught within the last five years in order to be considered for equivalency. Please email all course materials in separate PDF files to Keara Fliggins, fliggins@umbc.edu

**Computer & Electrical Engineering students** – All relevant material for the transfer of each course should be included in a separate google drive folder identified with the UMBC equivalent course number. Courses must have been taught within the last 5 years in order to be considered for equivalency. Email unlocked google link directly to Keara Fliggins, fliggins@umbc.edu

Please don’t submit a course equivalency request form without the proper documentation.

***Revised: January 2024***