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. Courses from other departments **will not** be evaluated. **CMPE, CMSC**, and **ENEE** are the only courses that will be evaluated.
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 here at UMBC. Approved courses will count toward your PhD requirements only.**

**Computer Science Students** – Courses must have been taught within the last five years, and a maximum of **FIVE (5) courses** will be considered for equivalency. All materials should be included in a google drive folder. Please email unlocked google link 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 to Keara Fliggins, fliggins@umbc.edu

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

***Revised: November 2024***