



PhD Request for Transfer of Graduate Credit



ECE Graduate Studies Office

Name: _____
(Last, First)

Date: _____

UID: _____

First Term in Current Degree Program _____

Email Address _____

(Area Code) Telephone _____

A **maximum of 15 credit hours** can be transferred. The following conditions must be followed:

1. Any course to be transferred must be equivalent to a graduate-level (600-level or above) lecture course available at the University of Maryland, College Park. If a course is transferred, the equivalent UMCP course cannot be included in the Plan of Study.
2. A grade of "B" or better (or equivalent) must have been earned in each course transferred. The courses must have been taken for graduate credit at the original institution but cannot have been used towards another PhD degree.
3. Credit transfer is approved only in the context of a specific proposed Plan of Study.
4. When applying for credit transfer, the student must produce an **official transcript** as well as evidence that the course is indeed equivalent to a course offered at UMCP. Documented evidence should include a course description as well as a syllabus showing what material was covered in the specific offering the student took and what text was used.

Equivalent UMCP Course # & Course Title	Credits	Grade	Semester & Year	Original Institution	Original Course # & Course Title

Student Signature _____

Date _____

"I have verified or checked with another ECE professor that the course(s) taken at the original institution are indeed equivalent to the corresponding UMCP courses listed in the first column."

Advisor Signature _____ Printed Name _____ Date _____

Graduate Director's Approval: _____ Date _____

Area Advisor review	Area Advisor name: _____	Date sent: _____
<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	Area Advisor signature: _____ Date: _____ Comments: _____	