

Graduate Course Equivalency Request for Electrical and Computer Engineering

The purpose of this request is only to fulfill various specific ECE course requirements. Graduate credits do not transfer between schools. If a course equivalency is granted, it will not count toward the minimum number of graduate credits which must be taken at UW- Madison, nor will the course appear on your transcripts.

Instructions for the STUDENT:

Return the form with an advisor's signature AND the supplemental materials (explained below) to the ECE Graduate Coordinator. The request must include all of the following items, or *significant documentation and explanation* if items are not available. This should be completed during your first semester in ECE. For the course equivalency to be considered you must have received a B grade, equivalent or better in this course. You will be notified of the decision between 3 weeks and a month from the date of submission.

If this request is for a course in a department other than ECE, then please take this form to the appropriate department for faculty evaluation and signature, then return it to the ECE Graduate Coordinator.

Materials needed:

- a) Copy of transcript with the course taken outside of UW-Madison highlighted
- b) Indicate below which UW-Madison ECE course you are requesting an equivalency for
- c) Copy of the official syllabus for the course taken outside of UW-Madison (if printed from the web, be sure to highlight the URL)
- d) Copy of official catalog description for the course taken outside of UW-Madison (if printed from the web, be sure to highlight the URL)
- e) Title of Textbook and Author for the course taken outside of UW-Madison
- f) If your request is complex, please include a letter of explanation.

Student Name: _____ Campus ID: _____

Faculty Advisor: _____

Student Email: _____ Date: _____

Instructions for the FACULTY ADVISOR:

Action as follows (choose one):

_____ Course Equivalency approval for the requested UW-Madison course number, provide course number here: _____

_____ Un-designated 500-level credits: _____ credits in (area)

_____ Un-designated 700-level credits: _____ credits in (area)

_____ Other (please explain in Comments section)

Faculty Advisor's Supporting Comments/Explanation:

Faculty Advisor Name

Faculty Advisor Signature

Date

Graduate Committee Name

Graduate Committee Signature

Date

Comments: