

Graduate Course Equivalency Request for Electrical and Computer Engineering

Instructions for the STUDENT:

Return the form with an advisor's signature AND the supplemental materials (explained below) to the Graduate Student Services Center Office in 3182 Mechanical Engineering. The request must include all **five** of the following items, or *significant documentation and explanation* if items are not available. This should be completed during your first semester in ECE.

- a) Copy of transcript with course highlighted
- b) Student must indicate which ECE course student feels is equivalent to the course for which they are requesting:
Equivalency for: _____
- c) Copy of official syllabus (if printed from the web, be sure to highlight the URL)
- d) Copy of official catalog description (if printed from the web, be sure to highlight the URL)
- e) Title of Textbook and Author

1. **Please note: Graduate credits do not transfer between schools. The purpose of this request is only to fulfill various specific ECE course requirements. They do NOT count toward the minimum number of graduate credits which must be taken at UW-Madison, nor will they appear on your transcripts.**
2. **You must have received a B grade, equivalent or better in this course.**
3. **If your request is complex, please include a letter of explanation. You will be notified of the decision between 3 weeks and a month from the date of submission.**
4. **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 3182 Mechanical Engineering**

Student Name: _____ ID Number _____

Advisor: _____

Area: _____ Email: _____ Date _____

Instructions for the FACULTY ADVISOR:

Action as follows (choose one):

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

Name: _____ Signature: _____ Date: _____

GRADUATE COMMITTEE APPROVAL:

Signature: _____ Date: _____

Comments: _____