

# Course Equivalency in CISE

*(for courses other than COP 3502)*

Course credit may be applied to CISE degree requirements for an equivalent course transferred from another university or taken at the University of Florida, provided that 1) the appropriate UF faculty approve the course as equivalent to a UF course in the entire content of the proposed course, and 2) UF has accepted and posted the credit on the transcript. Students requesting an equivalency review must follow the steps listed on the Course Equivalency Request form and present the form along with the required documentation to the appropriate faculty at UF - either the CISE Undergraduate Coordinator (for Computer Science courses) or the Undergraduate Coordinator of the department at UF which teaches the desired equivalent courses.

*\*For transfer students admitted to any CISE undergraduate program (including CSC-Online): Course equivalency requests for desired CS courses must be submitted within the first semester at UF. Equivalency requests for courses that normally should be taken in first semester must be submitted as far in advance as possible before the term starts, and absolutely before the end of the drop/add period for the first term.*

## **Coursework from Outside UF**

CISE undergraduate students can request to transfer in a maximum of four courses toward required core or elective Computer Science coursework, dependent upon courses being deemed equivalent by the Department. For evaluation of transfer courses in CISE, transfer students admitted to any of the undergraduate programs offered by CISE (including CSC-Online) are required to submit Course Equivalency Requests for desired CS courses by the end of their first semester at UF. See below for Course Equivalency request process.

***Instructions:*** Use the correct Course Equivalency Request form. There is a specific form for COP 3502 and one for all other courses. Students must provide all relevant evidence and documentation of the proposed course (i.e. course description, syllabus, assignments, instructor contact info.) with the request form as well as the specific required course for which equivalence is requested. The Course Equivalency Request form and accompanying documentation must be emailed to the CISE Undergraduate Coordinator ([ug-coordinator@cise.ufl.edu](mailto:ug-coordinator@cise.ufl.edu)) who will pursue evaluation by the appropriate faculty. Once evaluation is complete, Course Equivalency Request form should be emailed to the CISE Academic Advisors ([ugadvisors@cise.ufl.edu](mailto:ugadvisors@cise.ufl.edu)).

## **Coursework from Within UF**

On occasion, CISE students might wish to request that a course offered or taken at UF be considered as equivalent to another course required in the CISE curriculum. To request equivalency evaluation for such courses, students should follow the same process listed in the instructions above, *except* the Course Equivalency Request form and accompanying documentation must be submitted to Undergraduate Coordinator of the department at UF which teaches the proposed equivalent courses, who will pursue evaluation by the appropriate faculty. Once evaluation is complete, Course Equivalency Request form should be emailed to the CISE Academic Advisors.

***Please follow the steps closely:***

1. If there is potentially equivalent computer science coursework from another institution, review previous upper division computer science coursework (upper division=3000-4000 or 300-400 level courses) and compare with the upper division courses of CSE, CSC, or DAS programs.  
<https://www.cise.ufl.edu/academics/undergrad>
2. Gather the required documentation for a review of up to, but no more than, four (4) previous upper division computer science courses. **Required documentation includes:**
  - University catalog course description
  - Course syllabus
  - Course textbook author and title
  - Other materials used in the course, especially assignments
  - Instructor contact information (email address)
3. For CS coursework: Email completed Course Equivalency Request form and accompanying documentation to the CISE Undergraduate Coordinator at [ug-coordinator@cise.ufl.edu](mailto:ug-coordinator@cise.ufl.edu). The UGC will pursue evaluation in collaboration with the appropriate faculty. \*Note: equivalency for any CISE course is contingent upon the additional and correlating equivalency for desired course. Students may not bypass or skip other required courses.

For non-CS coursework: Submit completed Course Equivalency Request form and accompanying documentation to the Undergraduate Coordinator of the department at UF which teaches the proposed equivalent courses, who will pursue evaluation by the appropriate faculty.

4. After approval, signed Course Equivalency forms must be emailed to the CISE Academic Advisors for processing.

**Department of Computer and Information Science and Engineering**  
**CISE Student Services – Suite 2300 Malachowsky Hall**  
[ugadvisors@cise.ufl.edu](mailto:ugadvisors@cise.ufl.edu)

# Course Equivalency Request

Department of Computer and Information Science and Engineering  
CISE Student Services – Suite 2300 Malachowsky Hall

[ug-coordinator@cise.ufl.edu](mailto:ug-coordinator@cise.ufl.edu) & [ugadvisors@cise.ufl.edu](mailto:ugadvisors@cise.ufl.edu)

\*use different form for COP 3502 Programming Fundamentals 1

## Student Information

Name: \_\_\_\_\_ UF ID: \_\_\_\_\_

## Course at UF

Course #: \_\_\_\_\_ Course Title: \_\_\_\_\_ Credits: \_\_\_\_\_

Department offering course: \_\_\_\_\_

## Requested Course Substitution

Course #: \_\_\_\_\_ Course Title: \_\_\_\_\_ Credits: \_\_\_\_\_

University where course was taken: \_\_\_\_\_

Term course taken: \_\_\_\_\_ Grade received: \_\_\_\_\_

## Faculty Evaluation

*(to be completed by UG Coordinator or other approved faculty)*

I recommend this course be:  approved  denied for equivalency.

Comments:

Faculty Name (print): \_\_\_\_\_ Dept: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Email: \_\_\_\_\_ Ph: \_\_\_\_\_

Last term taught course: \_\_\_\_\_ Next term to teach course: \_\_\_\_\_

After obtaining signatures, email to CISE Academic Advisors, [ugadvisors@cise.ufl.edu](mailto:ugadvisors@cise.ufl.edu)

For more information or questions, email [ugadvisors@cise.ufl.edu](mailto:ugadvisors@cise.ufl.edu)