

Departmental Exception to Policy Request

The Department of Computer Science will consider a departmental exception to policy only in rare and extraordinary circumstances that are beyond your control. *NOTE: All supporting documentation (e.g. justification statement, academic plan, instructor permission if required, etc.) must be included in order to submit the petition, which is processed by the CS Exceptions Coordinator. You will be notified via email when your request has been completed. To request a departmental exception to policy, complete this form. Exception requests are normally processed in 10-14 business days.

Are you in your first semester at UMD? *

- ☐ Yes
- ☒ No

Choose yes if this is your first semester at UMD.

This form is to request department-level exceptions for the CS Major. If you are requesting college-level exceptions (such as a late drop, late add, request a third attempt, etc.) please visit the CMNS Exceptions to Policy page at <https://cmns.umd.edu/undergraduate/advising-academic-planning/exceptions...> (<https://cmns.umd.edu/undergraduate/advising-academic-planning/exceptions-policy>).

CS Exceptions to Policy are approved only for rare and extraordinary circumstances, and submission of this form does not guarantee exception request approval. Examples of eligible exception requests are as follows:

1. **Waive Pre/Corequisite(s) Requirement(s)**

- a. Students should have a minimum cumulative GPA of 3.5 and written instructor support. Requesting to take CMSC216 and CMSC351 concurrently requires a grade of “B-” or higher in CMSC250.
- b. Students should contact instructors for support before submitting an exception request. Students should email the instructor including the following information:
 - i. Full name and UID
 - ii. Math and CS credit history (optional attachment: unofficial transcript)
 - iii. Current Cumulative GPA
- c. Please note that you cannot use a screenshot of a conversation as proof of official instructor approval. We ask students to contact instructors via email to ensure we're receiving approval from a verifiable faculty email address.
- d. Instructor permission is needed for any 3xx or 4xx course (excluding CMSC330 and CMSC351). Please note that while instructor permission is required for a request to be considered, it is not a guarantee that a request will be granted, as other factors are also taken into consideration.

2. **Modify Upper Level Concentration Requirement**

- a. Students should discuss their Upper Level Concentration Requirement substitution with their assigned advisor prior to submitting an exception request.

UNIVERSITY OF MARYLAND ([HTTPS://UMD.EDU](https://umd.edu))**1. Request a 300-level CMSC course in one semester:**

- a. Students must have a minimum cumulative GPA of 3.0, but a cumulative and major GPA of 3.5 or higher is preferred.
- b. Students must be successfully registered for three 3-credit CMSC courses before submitting this exception.

5. Substitute a 300-or 400-Level CMSC Course or Graduate Level CMSC Course to Satisfy an Upper Level CMSC Major Requirement

- a. Students should discuss their major Upper-Level requirements with their assigned advisor prior to submitting an exception request.
- b. Students must review the CS Department's course listing website at <https://www.cs.umd.edu/grad/coursework#courses> (<https://www.cs.umd.edu/grad/coursework#courses>) to verify if their graduate-level CS course is approved for area credit. If not, students should note this status in their justification statement.
- c. Students can only submit a graduate course substitution request if they are approved to take a graduate-level CMSC course for undergraduate credit.

6. Take MATH or CMSC Course(s) at Another Institution

- a. Students should discuss their major requirements with their assigned advisor prior to submitting an exception request.

7. Undergraduate Student Taking a CMSC Graduate Course

- a. Students must have a minimum cumulative GPA of 3.0 but a cumulative and major GPA of 3.5 or higher is preferred.
- b. Only two CMSC grad courses can be applied to the CS major upper level area. CMSC6xx-7xx courses can be used towards the major upper level area and CMSC8X8 (Special Topics) courses can only be used as CS elective courses.
- c. Students should contact instructors for support before submitting an exception request. Students should email the instructor including the following information:

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ii. Math and CS credit history (optional attachment: official transcript)

iii. Current Cumulative GPA

- d. Please note that you cannot use a screenshot of a conversation as proof of official instructor approval. We ask students to contact instructors via email to ensure we're receiving approval from a verifiable faculty email address.
- e. **Please note:** Graduate course for graduate credit requests can take up to eight weeks for CMNS to process. Please make sure you take this time frame into consideration when placing your grad course request.

8. Use more than 6 credits of ULC coursework from a domestic college/university

- a. First bachelor's seeking students must take at least 6 credits of UMD Upper-Level Concentration coursework.

9. Other

- a. Students should discuss their unique exception requests with their assigned advisor prior to submission.

Ineligible Exception requests are as follows:

1. Requesting to repeat a previously failed (lower than a "C-") prerequisite course concurrently with a subsequent course.
 - a. Example: Requesting to take CMSC351 with CMSC216 when grade of "D+" or lower was earned in CMSC216 in a previous semester.
2. Requesting to use ENES210 or a cross-listed CMSC course in the Upper Level Concentration.
3. Requesting to use a CMSC Upper Level Elective course
(<https://undergrad.cs.umd.edu/sites/undergrad.cs.umd.edu/files/images/uploads/2021/11/2108%20Computer%20CMSC.pdf>) as a CMSC Distributive Area requirement.
4. Requesting to waive a prerequisite course as a first semester student.

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grades and cumulative GPA are posted on their UMD official transcript

(<https://app.testudo.umd.edu/main/uotrans>) before they submit departmental exception requests.

If you agree to the policies above, select the [Next >>] button to continue to the exception request form.

Next >>

Contact Our Office

CS Undergraduate Office (<https://undergrad.cs.umd.edu>)

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