PhD Program Course Transfer & Substitution Form

**Background:** PhD students may substitute or transfer up to 21 graduate level units/credits from another University.

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| Student Name (first, last): | | Date: |
| Program: (Select one)  PhD  Dual DNP-PhD | Email: | |
| Substantive Focus:  Data and Systems Science  Precision Science  Health Determinants  Integrative Health | | |

# Instructions

1. Submit a copy of previous University transcript(s)
2. Submit a copy of the syllabus for each course requested to be transferred
3. Complete Table-1 and/or Table-2 as indicated
4. Submit completed form and required documents to OSAA at [CON-OSA-ADVANCED@email.arizona.edu](mailto:CON-OSA-ADVANCED@email.arizona.edu)
5. Via GradPath submit an [Evaluation of Transfer Credit Form](https://grad.arizona.edu/forms/gsas) to the Graduate College who will verify that the course(s) submitted for transfer are eligible, per University & College policy

# Courses eligible to be transferred must:

* + Be determined by the Graduate College to be eligible for transfer
  + Appear on the student’s official transcript as a “A” or “B” (no other grades are recognized)
  + Per the PhD Program Handbook must be less than 7 years old at the time of transfer\*

# Routing for Evaluation and Approval:

1. For any course being evaluated for **transfer credit,** OSAA will:
   1. send the form and associated documents to the PhD Advisor for evaluation.
2. The PhD Advisor will approve or deny and document the decision(s) on Table-1 and return the form to OSAA.
3. For any course being requested as a **substitution for a core PhD course,** OSAA will:
   1. Identify the faculty member(s) to evaluate course(s) requested for transfer.
   2. Send the faculty member(s) the course syllabi requested to be transferred and associated documents.
4. The faculty member(s) will evaluate the course syllabi for equivalency and will approve or deny.
5. The faculty member(s) will document their decision on Table-2 and return the form and documents to OSSCE.
6. When all forms and documents have been returned, OSAA will notify the student and the student’s advisor of the outcome of the evaluation(s) for course substitution(s).
7. OSAA saves a copy of the form, syllabi, and associated documents to the student's folder.
8. OSAA provides instructions for the student to update their Plan of Study in GradPath.
9. OSAA will confirm that the transferred courses and credits appear on the student’s Plan of Study in GradPath.

Revised 6/04/2022 Updated and Approved by PhD-CISC May 2, 2023. Page **1** of **2**

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| **Table-1** | **Course information from completed courses being requested to be substituted for Core PhD courses** | | | | |
| **Substitution PhD Courses (for core only):**  Fill in course # and name below | **Course #** | **Course Name** | **Final Grade** | Admin Only Approved | Admin Only Denied |
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| **Table-2** | **Course information from completed courses being requested for transfer credits** | | | | |
| **Transfer PhD Courses:**  Fill in course number and name below | **Course #** | **Course Name** | **Final Grade** | Admin Only Approved | Admin Only Denied |
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Comments:

Faculty Reviewers Signature for Transfer:

Faculty Reviewers Signature for Substitution:

Revised 6/04/2022 and Approved by PhD-CISC Page **2** of **2**