



PhD Course Substitution Evaluation Worksheet

This form must be used by PhD students for substitution credit evaluation. Students must review the policies in the PhD program handbook prior to submitting a form for review.

Substitutions: courses from previous programs used to replace CON-required core courses. Substitutions must be made 1 course for 1 course.

Eligibility:

In order to be eligible for substitution, coursework must be:

- Less than 6 years old at the time of transfer
- Graduate-level coursework
- Listed on the student's official transcript with a grade of "A" or "B" (grades of "P" or "S" are not accepted)
- From a regionally accredited institution (the university will not accept courses from non-regionally accredited institutions. Most state schools have this accreditation – ask your OSSCE coordinator for any concerns)

Procedure:

The process for our substitution requests is as follows:

1. Student meets with faculty advisor to discuss substitution. Prior to this meeting, the student must provide the faculty advisor with copies of the full syllabi and the **Course Substitution Evaluation Worksheet**.
2. This meeting must also include a review of how the substituted courses would fit into the student's plan of study.
3. Faculty advisor will identify CON courses for Substitution.
4. After obtaining the advisor's approval, the student makes any edits requested to the Course Transfer/Substitution Evaluation Worksheet, then re-submits to faculty advisor.
5. The faculty advisor signs the Course Substitution Evaluation Worksheet.
6. The student forwards the completed worksheet to OSSCE at advanced@nursing.arizona.edu - attaching PDF copies of full syllabi for all listed course(s).
7. OSSCE saves a copy of the worksheet and syllabi to the student's folder.
8. OSSCE verifies that the requested course(s) appear on the student's transcript and that they are eligible by university & college policy.
9. OSSCE forwards the worksheet, syllabi and transcript verification to the Program Director for review.
10. The Program Director reviews the information and emails OSSCE their approval or denial to move forward.
11. After receiving approval from the Program Director:
 - A. OSSCE forwards the syllabi and request to the appropriate course chair for review and a decision.
 - B. Course chair returns their decision to OSSCE via email, OSSCE updates the worksheet and saves a copy to the student's file.
12. Once all evaluations are completed, OSSCE sends the finalized worksheet as a PDF to the student, CC'ing the advisor.
13. OSSCE includes instructions, for student, on completing the Transfer Credit Form in GradPath, which is required for the courses to appear on the student's official university record.

PhD Course Substitution Evaluation Worksheet

Name:	SID#:
Program:	Email:
Specialty (DNP students only):	Date:

Course Title	Course Number	Units	Grade (A or B)	Semester Taken (Term, Year)	Institution	CON Equivalent Course	Decision <small>(Admin. Use Only – include faculty last name)</small>	
							Approved	Denied

Y I affirm, as the faculty advisor that I have met with the student and discussed the listed courses for substitution evaluation.

Faculty Advisor signature:	Date:
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Worksheet Routing:

- Y Program Director Evaluation _____ (signature)
- Y Finalized form saved to student file and returned to student with GradPath instructions _____ (date stamp)