



### **PhD Course Transfer Evaluation Worksheet**

This form must be used by PhD students for course transfer credit evaluation. Students must review the course transfer policies in the appropriate program handbook and obtain the advisor's approval prior to submitting a form for review.

**Transfer Courses:** courses from previous programs used to meet minor or substantive course requirements in the PhD program.

#### **Eligibility:**

In order to be eligible for transfer, 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 transfer requests is as follows:

1. Student meets with faculty advisor to discuss transfer. Prior to this meeting, the student must provide the faculty advisor with copies of the full syllabi and the **Course Transfer Evaluation Worksheet**.
2. This meeting must also include a review of how the transferred courses would fit into the student's plan of study.
3. Faculty advisor will identify CON courses for Transfer.
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 Transfer Evaluation Worksheet.
6. The student forwards the completed worksheet to OSSCE at [advanced@nursing.arizona.edu](mailto: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:
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 Transfer Evaluation Worksheet

<b>Name:</b>	<b>SID#:</b>
<b>Program:</b>	<b>Email:</b>
<b>Specialty (DNP students only):</b>	<b>Date:</b>

Course Title	Course Number	Units	Grade (A or B)	Semester Taken (Term, Year)	Institution	Decision (Admin. Use Only)	
						Approved	Denied

Y I affirm, as the faculty advisor that I have met with the student and discussed the listed courses for transfer into the student's program.

Faculty Advisor signature:	Date:
Program Director signature:	Date:

Comments:

Y Finalized form saved to student file and returned to student with GradPath instructions \_\_\_\_\_ (date stamp)