

## Using previously earned courses for your current degree program

...from the UA

...from another school

|                                                                                                                                          |                                                                                                                      |                                                                                                                                                                                     |                                                                                                                                                                       |                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                          |                                                                                                                      |                                                                                                                                                                                     | I have a graduate level course from a school other than the UA that I would like to use toward my current degree (including <u>MEZCOPH</u> doctoral minors)           |                                                                                                                                                                                                                                                                                   |
|                                                                                                                                          |                                                                                                                      |                                                                                                                                                                                     | ↓                                                                                                                                                                     |                                                                                                                                                                                                                                                                                   |
|                                                                                                                                          |                                                                                                                      |                                                                                                                                                                                     | Go to Grad Path on Uaccess and complete the "Transfer Credit Form," to have the class added to your UA Record                                                         |                                                                                                                                                                                                                                                                                   |
|                                                                                                                                          |                                                                                                                      |                                                                                                                                                                                     | ↓                                                                                                                                                                     |                                                                                                                                                                                                                                                                                   |
| I have a graduate level course from the UA that I would like to use for my current degree (including <u>MEZCOPH</u> doctoral minors)     |                                                                                                                      |                                                                                                                                                                                     | The UA Grad College will review your request. Courses must come from a regionally accredited university, be graduate level and you must have earned a grade of A or B |                                                                                                                                                                                                                                                                                   |
| <b>Same Course?</b>                                                                                                                      | <b>Elective Course?</b>                                                                                              | <b>Substitute Course?</b>                                                                                                                                                           | <b>Substitute Course?</b>                                                                                                                                             | <b>Elective Course?</b>                                                                                                                                                                                                                                                           |
| It's the same course. For example, I took EPID 573a during my MPH and my doctoral degree requires EPID 573a                              | It is not the direct equivalent of a specific, required course. I want to use it to fulfill required elective units. | I want to use it for a specific course requirement but it is not the same course. For example, I'd like to use a research methods course from anthropology for a HPS methods course | I would like to use the transfer course for a specific, required course (not an elective or selective)                                                                | I would like to use the transfer course for required elective or selective units.                                                                                                                                                                                                 |
| ↓                                                                                                                                        | ↓                                                                                                                    | ↓                                                                                                                                                                                   | ↓                                                                                                                                                                     | ↓                                                                                                                                                                                                                                                                                 |
| Have a discussion with your Faculty Advisor. Document your agreement with a signed Excel spreadsheet, a confirmation email, or otherwise |                                                                                                                      | Complete the Course Substitution form found on the Hub. Follow all directions as outlined on the form.                                                                              |                                                                                                                                                                       | Have a discussion with your Faculty Advisor. In certain circumstances, your Advisor might request a completed Course Substitution form. Otherwise, document your agreement with a signed Excel spreadsheet listing agreed upon use of courses, a confirmation email, or otherwise |
| ↓                                                                                                                                        | ↓                                                                                                                    | ↓                                                                                                                                                                                   | ↓                                                                                                                                                                     | ↓                                                                                                                                                                                                                                                                                 |
| Deliver a copy of your documentation to your Graduate Coordinator for your file.                                                         |                                                                                                                      |                                                                                                                                                                                     |                                                                                                                                                                       |                                                                                                                                                                                                                                                                                   |