

Advanced Standing for Graduate Courses Taken Outside of UC
[University of Cincinnati Graduate School Handbook](#)

- a. Programs are permitted to award up to one third of the credits of a UC graduate program through advanced standing (e.g. 10 credits are eligible in a 30-credit program or 14 credits in a 42-credit hour program). The relevant number of credits is based on the minimum credits required to earn the advanced degree starting from the minimum degree qualification (usually a baccalaureate degree).
- b. Advanced standing can only be offered for courses (including electives) entered in e-curriculum for the UC program.
- c. Program faculty must evaluate courses for equivalence or comparability prior to granting students Advanced Standing credit for courses taken at another institution, meeting all the following criteria;
 1. Courses taken at a recognized University or College
 2. Courses taken at the graduate level
 3. Requested advanced standing credits must be the lower of the following two choices
 - a. Credits originally earned for the course
 - b. Credits available in the UC course listed in e-curriculum
 4. For 1:1 course equivalency, one or more of the following criteria must be met when compared to the University of Cincinnati course for which Advanced Standing credit is sought:
 - i. Course was taken in the same field with the same title
 - ii. Course had similar topics
 - iii. Course had similar learning outcomes
 - iv. Course assignment and assessment requirements were similar
 - v. Course reading requirements were similar
 5. This evaluation process should be documented for each case in which it is applied
- e. The one third rule doesn't apply to dual degrees, sequential Masters to doctorate programs, or others with shared content that have received approval from the Graduate School.
- f. Advanced standing credit recommended by program faculty must first be approved by the graduate program director and then submitted for final review by the Graduate School to assure the request complies with the criteria above.

Recommendation for Advanced Standing Form

- Prior to petitioning the Graduate School for advanced standing, students must communicate with their program advisor.
- Only Non-UC Institutions can be used for recommending Advanced Standing.
- Students must have an [official transcript](#) on file for the previous institution with the UC Graduate School **before** the submission of this form to the Graduate Studies Office.
- Please provide a copy of transcript(s) and list below the course number, title, and credit hours for each course to be transferred and for each course being credited.
- There are five different paths for 1:1 course equivalency. Please provide the criteria as per one of these paths, whichever is applicable.

Name: _____

Date: _____

UC ID#: _____

Admit Term: _____

UC E-mail: _____

Degree in which you are enrolled:

MPH MS PhD

Degree Program: _____

- Courses taken in the same field with the same title.** Course had similar topics, course had similar learning outcomes, course assignments and assessment requirements were similar, course readings are similar. Provide syllabi from both courses, and a statement to highlight the areas of similarity.
- Courses that had similar topics.** Provide syllabi from both courses, and a statement to highlight the areas of similarity.
- Courses that had similar learning outcomes.** Provide documentation of the outside courses' learning outcomes, and a statement to highlight the areas of similarity.
- Courses that had similar reading requirements.** Provide syllabi from both courses, and a statement to highlight the areas of similarity.
- Courses that had similar assignment and assessment requirements.** Provide the syllabi for both courses, and a statement to highlight the areas of similarity.

College: _____
Transfer Course #: _____
Transfer Course Title: _____
Calendar Type (Semester/Quarter): _____
Semester Credits: _____
UC Course #: _____
UC Course Title: _____
Semester Hours Credited: _____
Statement: _____

Student Signature

Academic Advisor Name

Academic Advisor Signature