



National University of Health Sciences

General Policies

Title: **Advanced Standing Request**

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Date Adopted: **12/23/91**

Date(s) Revised: **05/26/22, 07/11/2025
10/10/25**

President

Date

POLICY STATEMENT

The University will consider granting advanced standing for studies taken elsewhere, which meet the requirements and standards established by the University. Only credits for studies that are germane and equivalent to the credits of the appropriate curriculum in the University will be considered.

Procedures

The University may grant advanced standing for studies taken elsewhere that are judged to be equivalent in content and quality to similar studies offered by the University. Credits for advanced standing must have been earned within five years prior to entering National University of Health Sciences (NUHS). Exceptions may be made for those who have an advanced degree that utilizes the content in question. Students must take a minimum of 25% of the credit hours of their program (minimum 30 credit hours for undergraduate) and a minimum of four trimesters to graduate from the College of Professional Studies programs at NUHS.

Further, even if the above criteria are met, the grade awarded in the course for which advanced standing is sought must be no lower than a "C" (2.00), and no advanced standing will be granted for courses which have been utilized for meeting the University's admission requirements. Also, the course must have a semester credit hour value at least equal to that awarded by NUHS.

Therefore, a student seeking advanced standing for a course for which advanced standing has not already been granted must furnish the appropriate Vice President for Academic Services (VPAS) and/or his/her designee with:

- A completed advance standing credit request form.
- A course description in sufficient detail to form a basis for judging equivalency in content and quality.
- The length of time in weeks during which the course was taken.

- The number of clock hours per week the class met for both lecture and laboratory (when both are involved).

Official transcripts will show the number of credits (semester or quarter) which have been earned as well as the grades achieved. Students are to be aware that a quarter hour of credit is equal to two-thirds of a semester hour of credit. In some instances, after the above criteria have been met, the student may be required to pass a course "challenging examination".

Upon approval, the VPAS and/or his/her designee will notify the Registrar by submitting the approved advanced standing credit request. The Registrar will post the advanced standing credit on the official transcript and degree audit. The student will sign the Advanced Standing Pre-Registration Agreement.

Upon a student receiving an advanced standing transfer letter, the student will have two weeks from the date on the letter to review the letter and accompanying list of courses which indicates which courses they must take at NUHS, and which courses have been granted credit indicating that they do not need to take them at NUHS and to appeal for additional credit. After submitting the appeal with documented evidence of the request to the appropriate assistant dean and meeting with them, the spreadsheet information can be modified by the assistant dean and resubmitted to the Vice President for Academic Services for approval. This may also include requests for challenge exams.