Submitting an Advanced Standing Request through GradTracker

Guide for Programs

Step One: Navigate to GradTracker from the Graduate School website (grad.uc.edu > Faculty/Staff > Admin Central > GradTracker)

Step Two: Select “Submit Forms” and enter the student’s information (M# or name). Once the student is identified, click the “Submit Form” link.

Step Three: Select the appropriate form (Advanced Standing) and click “Select Form”.

Step Four: Complete the request using the “Show Add-Course Panel” link. Select the appropriate college from the drop down menu and add each course one at a time. Note: if the college does not appear in the dropdown menu, it will needed to be added to the student’s record in Catalyst. This would indicate that official transcripts from this college have yet to be received or processed by the Graduate School. The system will total the credits requested for you and automatically convert credits from quarter to semester.

Be sure to upload the student’s official transcripts using the “Choose File” button at the bottom of the page. Official transcripts are necessary for the request to be approved by the Graduate School. Scanned copies of official transcripts can be found and downloaded from OnBase if the student already sent them to the Graduate School. Transcripts are currently stored under student EMPLIDs on OnBase.

Step Five: Once all advanced standing courses have been added and official transcripts uploaded, click “Submit for Approval”.

Advanced standing criteria:

- Master’s degree from external university = 30 grad credits (only one MS degree can be applied)
- Credits completed while in an external grad program but degree not completed = 50% of credits required for UC degree (15+)
- External credits earned as a non-matric = 12 grad credits
- External credits from an external Grad Certificate = 0 credits, cannot double dip

If a form is submitted, send approved requests to Kathy Schriefer, Enrollment Management, for posting.