

## **Receiving academic credit for courses taken prior to enrollment in the ATCR Traditional Certificate Program, ATCR Credit-Bearing Certificate Program, or Master's Degree Program**

### Scholars applying for the ATCR Traditional Certificate Program

If you have taken and successfully passed TCR Program courses prior to enrolling in the ATCR Traditional Certificate Program, you will receive academic credit for these courses as long as the content of these courses has not substantially changed. In general, you will be credited for any courses taken during Summer quarter or any courses taken in the past two years. Any other courses taken more than 2 academic years ago will require a discussion with Program officials about whether they must be re-taken.

### Scholars applying for the ATCR Credit-Bearing Certificate Program or Master's Degree Program

If you have taken and successfully passed TCR Program courses prior to enrolling in either the ATCR Credit-bearing Certificate or Master's Degree programs, you will not receive academic credit for these courses. According to the policies of the UCSF Graduate Division, since you did not take these courses while matriculated in a certificate or degree program, we are not allowed to grant retrospective credit for these. However, you will not be required to take these again if you successfully passed them and the courses have not substantially changed in content since you took them. In general, you will not have to re-take any courses taken during Summer quarter or any courses taken in the past two years. Any other courses taken more than 2 academic years ago will require a discussion with Program officials about whether they must be re-taken. Although you may not be required to take select courses again, you will need to make up these quarter units in order to earn an ATCR Program certificate or the Master's degree. For example, if you have taken and successfully passed 3 courses in the Summer Clinical Research Workshop -- *Designing Clinical Research* (EPI 202; 2 units), *Responsible Conduct of Research* (EPI 201; 0.5 unit), and *Building a Career in Clinical Research* (EPI 227; 0.5 unit), you will need to make up the 3 units from these courses by taking electives during either your one year in the ATCR Credit-bearing Certificate Program (26.5 units required) or over the two years of the Master's Degree Program (36 units required). This is not difficult to do as we offer several electives concentrated in Winter and Spring quarters.

You will need to contact the Program Coordinator to let us know what courses you have taken in the past that you do not wish to repeat. The Program Coordinator will confirm that you have successfully passed the course(s) and provide the program's consent that you need not repeat these.