SUMMER COURSE APPROVAL AND TRANSFER COURSE GUIDELINES

Summer Course Approval
If you are planning on taking a summer course at a college or university other than the University of Pittsburgh, you must obtain a permission form to do so from the Student Services Office. This insures that you are planning on taking an appropriate course, which would then fulfill one of your liberal arts requirements.

Just fill out the permission form and turn it in (along with a course description) to the Student Services Office. The permission form must be completed and turned in between February 1st and the end of the spring term.

Summer Courses at Another College or University Form

Transfer of Credits
Credits from a different college or university, Advanced Placement (AP), or International Baccalaureate (IB) credits can be posted to academic transcript if approved, but only from an official transcript or document sent directly to the School of Nursing.

Courses are evaluated from other colleges and universities for transfer credit according to the following guidelines:

1. Current students must have earned a B- or better in science courses. All other courses with letter grades of C- or better are transferrable.
2. Courses that are accepted for transfer will count towards your credits only, but will not be calculated into your GPA.
3. When requested, students are responsible for supplying descriptions of courses taken elsewhere.
4. Science courses/labs must have been completed within the last eight years unless there are extenuating circumstances.

Once these outside courses are posted to your academic transcript, you will receive an email from the Student Services Office asking you to review the posting of your credits. (Refer to Nursing Policy 32 for guidelines)

If there are any problems with the posting of your credits, you must contact your Advisor for a solution.
All official transcripts, AP, or IB credits can be sent directly to the following address:

- University of Pittsburgh - School of Nursing
  3500 Victoria Street
  239 Victoria Building
  Pittsburgh, PA  15261
  Attn:  Undergraduate Program Administrator