University of Pittsburgh

Health Sciences
School of Nursing

ACADEMIC POLICIES AND PROCEDURES FOR THE GRADUATE PROGRAM

Credential Overlap

Date Effective	February 2003
Date Reviewed / Revised	December 2025
Program Level	Graduate

POLICY:

The School of Nursing adheres to the University of Pittsburgh Office of the Provost Academic Regulation on credential overlap.

PROCEDURE:

1. After meeting with a faculty advisor and/or Area of Concentration (ARCO) Coordinator or Program Director, the student initiates a request for credential overlap by writing a letter or memo to the faculty advisor and the ARCO Coordinator or Program Director specifying the course number, course title, and number of credits requested for credential overlap.
2. The faculty advisor and/or ARCO Coordinator or Program Director reviews the student's transcript to determine that acceptable grades have been earned in the courses for which the student is requesting credential overlap and approves or disapproves the request. A representative of the Dean's Office and/or the Center for Student Success may be asked to consult on the credential overlap request.
3. If the request for credential overlap is approved, the faculty advisor and/or ARCO Coordinator or Program Director will notify the Center for Student Success by forwarding a copy of the student's transcript, with the courses to be accepted toward the current degree highlighted, and any equivalent courses in the current curriculum indicated, along with a memo of explanation. Student Affairs notifies the student of the outcome.
4. The Center for Student Success processes the request and completes the changes in the designated University system to indicate courses from previous graduate study being counted toward the current degree

APPROVAL & REVISION HISTORY

Reviewed: 02/06, 12/07, 04/08, 14-15, 17-18, 20-21, 23-24
Revised: 3/02, 04/08, 01/15, 03/21, 12/25
Approved by Total Faculty Organization: 02/03, 06/08, 03/21