



Health Sciences
School of Nursing

ACADEMIC POLICIES AND PROCEDURES FOR THE UNDERGRADUATE PROGRAM

Approval: Substituting Courses from Another College or University

Date Effective	October 1972
Date Reviewed / Revised	January 2025
Program Level	Undergraduate

POLICY:

Current students must discuss with their respective advisors the course to be taken from another institution. If the course is not part of the pre-approved courses, the student must submit the course description to obtain approval from the Associate Dean for Undergraduate Education or designee, to transfer courses taken at another college or university. Courses are transferable according to the transfer credit policy. (See [Policy 32](#).)

PROCEDURE:

1. The student is responsible for presenting to the Associate Dean for Undergraduate Education or designee, in advance:
 - A completed [Permission to Enroll at Another Institution Form](#)
 - Course outline, syllabus or description obtained from the institution offering the course for review.
2. When the student completes the course, an official transcript must be submitted to the Center for Student Success.

APPROVAL & REVISION HISTORY

Approved by Total Faculty Organization: 01/10

Approved by Undergraduate Faculty Organization: 10/72

Last Reviewed: 97-98, 00-01, 03-04, 09-10, 12-13, 21-22, 24-25