

University of Pittsburgh School of Nursing

COURSE CREDITS ACCEPT REQUEST FORM

subject to change 6/1/17 ks
1/17/20 bcb

Directions: <http://www.nursing.pitt.edu/sites/default/files/policy-pdf/Policy%20224%202017%20Final.pdf>

When directed by Faculty Advisor:

- The Student will provide Faculty Advisor with a previously completed course’s Description and Outline, and a copy of Transcript (highlighting the course’s term, title, credits & grade) for evaluation of equivalency to targeted Pitt course.
- The Faculty Advisor will complete and sign this Course Credits Accept Request Form with identified targeted Pitt course, attach the course description and transcript, and forward to an Academic Staff designee in the academic department.
- The Academic Staff designee will forward form and attachments to the Primary Instructor of the targeted Pitt course.
- The Primary Instructor of the targeted Pitt course will complete the shaded area of this form, identifying the number of credits accepted.
- The Academic Staff designee will forward this form, signed and dated by Faculty Advisor and Primary Instructor, to SAAR.
- The SAAR staff designee will process the completed request in Peoplesoft and email the Student and Advisor the outcome.

Student Name:

Academic Program:

PeopleSoft ID#:

Academic Plan:

Subplan:

Term/Year of transfer request:

Source Institution (45 characters):

Year/ Term	Incoming Subject	Incoming Course#	Incoming Course Title	Units/ Credits Taken	Grade-attach copy of official transcript	Targeted Pitt course Subject	Targeted Pitt course Catalog #	Evaluation by Primary Instructor # <u>Units/credits(0-4);</u> <u>Signature/date</u>
								credits - Approved by
								credits - Approved by
								credits - Approved by
Total Block Credits Accepted:								

Faculty Advisor:	Student Services Authorization:	Date:
Date & Verified/approved by: also see shaded box	Saved: Posted: Processed by:	