

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

**ACADEMIC POLICIES AND PROCEDURES FOR THE
UNDERGRADUATE PROGRAM**

TITLE OF POLICY: **APPROVAL: SUBSTITUTING COURSES FROM
ANOTHER COLLEGE OR UNIVERSITY**

ORIGINAL DATE: **OCTOBER 1972**

LAST REVIEW/REVISED: **NOVEMBER 2012**

POLICY: Current students must obtain approval from the Assistant Dean for Student Services, 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 Assistant Dean for Student Services in advance:

- A completed request 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 Student Services.

Approved by Total Faculty Organization: 01/10
Approved by Undergraduate Faculty Organization: 10/72, 03/78
Last Reviewed: 97-98, 00-01, 03-04, 09-10.12-13