

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

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

TITLE OF POLICY: **TRANSFER / ADVANCE STANDING OF CREDITS/ADVANCED STANDING
FOR INSTITUTION OTHER THAN THE UNIVERSITY OF PITTSBURGH**

ORIGINAL DATE: **SEPTEMBER 1982**

LAST REVIEWED/REVISED: **FEBRUARY 2017**

POLICY: Official transcripts certifying graduate courses completed in a degree granting graduate program at another institution prior to the admission to the current School of Nursing Program at the University of Pittsburgh should be submitted at the time of application and should be evaluated for acceptability as transfer credit early in the student's graduate career.

No more than one-third of the total number of required credits may be granted to a student in the master's program as transfer credit for work done at another accredited graduate institution. A maximum of 12 graduate level credits may be transferred toward completion of the requirements of the doctoral degree. Courses more than ten years old may not be accepted for transfer. Stricter requirements may apply to core courses.

For students seeking a second master's degree, the faculty advisor/specialty coordinator designates credits from the first master's degree that will be accepted for transfer/advance standing credits toward the second master's degree (see Policy 277).

Transfer credit will not be accepted for courses in which a grade lower than a B (GPA = 3.0), or its equivalent, has been received. No credit will be granted toward work completed in extension courses, correspondence courses or courses taken at an unaccredited institution.

- PROCEDURE:**
1. After meeting with a faculty advisor/ Area of Concentration coordinator / Program Director, the student initiates a request for transfer of credit by:
 - a. writing a memo/letter to the faculty advisor/ Area of Concentration coordinator / Program Director specifying the institution(s) attended, course title(s), course number, and the number of credits for which transfer is requested, and the new University of Pittsburgh equivalent courses for which credit is being sought. See Policy #204.
 - b. attaching course description(s)/syllabus; and detailed course outline(s).
 - c. attaching a copy of the transcript with course name, course number, number of credits, and grade highlighted for the course being requested for transfer.
 2. The faculty advisor/ Area of Concentration coordinator / Program Director reviews and approves or disapproves the credits for transfer.
 3. If credit transfer is approved, faculty advisor/ Area of Concentration coordinator / Program Director notifies Student Affairs and Alumni Relations by forwarding a Transfer/ Advanced Standing Form for review, signature and processing.
 4. Student Affairs and Alumni Relations processes and forwards the information to the Registrar's Office where the transfer credits are recorded on the student's transcript.
 5. If credit transfer is not approved, the student will be notified by the faculty advisor/ Area of Concentration coordinator / Program Director.