

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

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

TITLE OF POLICY: **ADVANCED STANDING OF CREDITS FROM THE UNIVERSITY OF PITTSBURGH**

ORIGINAL DATE: **FEBRUARY 2003**

LAST REVIEWED/REVISED: **FEBRUARY 2018**

POLICY: Official transcripts certifying graduate courses completed in a degree granting graduate program at the University of Pittsburgh prior to 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 advanced standing credit early in the student's graduate program.

Either up to one third of the total number of required credits may be granted to the student for coursework done in another graduate program in another school at the University of Pittsburgh, or credit may be granted for courses from a first Master of Science in Nursing program here that duplicate required courses in the curriculum of the second Master of Science in Nursing curriculum in the School of Nursing at the University of Pittsburgh, with the approval of the Area of Concentration Coordinator/Program Director or Director for the second MSN program. The student must meet all content requirements for the second MSN.

Up to 12 graduate credits may be accepted as advanced standing toward the doctoral degree. Courses more than 10 years old may be accepted only by approval of the Area of Concentration Coordinator or Program Director.

The faculty advisor or Area of Concentration coordinator designates credits from the first degree that will be accepted for advanced standing toward the second degree. Credit will not be accepted for courses in which a grade lower than a B (GPA = 3.0) or its equivalent has been received.

Graduate credits earned while a student is enrolled in the final year of an undergraduate program at the University of Pittsburgh, which are applicable to the current degree curriculum, and have been earned in addition to the minimum credits required for graduation with the baccalaureate degree, may be posted as advanced standing on the graduate transcript, with the approval of the Area of Concentration Coordinator or Program Director.

PROCEDURE:

1. After meeting with a faculty advisor, the student initiates a request for advanced standing of previous credits by writing a letter or memo to the faculty advisor or Area of Concentration coordinator or Program Director specifying the course number, course title, number of credits, and the current curriculum courses if the request is for equivalent credits to current courses.
2. The faculty advisor/ Area of Concentration Coordinator or Doctoral Program Director reviews the student's transcript to determine that acceptable grades have been earned in the courses for which the student is requesting advanced standing, and approves or disapproves the credits for advanced standing. A representative of the Dean's office and/or the Students Services Office may be asked to consult on the advanced standing request.
3. If advanced standing credit is approved, the faculty advisor/ Area of Concentration or Doctoral Program Director notifies Student Affairs and Alumni Relations Student Affairs and Alumni Relations 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 and Alumni Relations Office notifies the student of the outcome.
4. The Student Affairs and Alumni Relations Office 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.

Reviewed: 02/06, 12/07, 04/08, 14-15, 17-18

Revised: 3/02, 04/08, 01/15

Approved by Total Faculty Organization: 02/03, 06/08