UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING

ACADEMIC POLICIES AND PROCEDURES FOR THE
GRADUATE PROGRAM

TITLE OF POLICY: **TRANSFER OF CREDITS FROM ANOTHER GRADUATE INSTITUTION**

ORIGINAL DATE: **SEPTEMBER 1982**

LAST REVIEWED/REVISED   **MARCH 2023**

POLICY: Graduate courses completed in a degree granting graduate program at another institution prior to the admission to the School of Nursing Graduate or Certificate Program may be considered for transfer provided the criteria stipulated in this policy are met.

An official transcript certifying the courses completed should be submitted at the time of application. Transfer course(s) to the school will be evaluated for acceptability early in the student's graduate education.

Transfer credits will not be accepted for courses in which a grade lower than B (GPA = 3.00) or its equivalent has been received. Courses more than 10 years old will only be accepted with approval of the coordinator/director of the program, area of concentration (ARCO) or major.

No credit will be granted toward an advanced degree for work completed in extension courses, correspondence courses, or in the off-campus center of another institution unless those credits are approved for equivalent graduate degrees at that institution and the institution has an accredited program.

Previously completed coursework must be approved as being equivalent to University of Pittsburgh School of Nursing courses in order to be accepted as transfer credits.

PhD Program: A maximum of 12 graduate credits, including graduate credits earned during a previous degree completed at the University of Pittsburgh (Policy 225)and credits completed at another institution, can be transferred into the PhD Program.

MSN and DNP Programs: Up to one-third of the total number of required credits may be granted as transfer credit for work done at another graduate institution if the completed coursework is considered equivalent to University of Pittsburgh School of Nursing courses required in major or area of concentration.

Certificate Programs: At least 10 credits in a certificate program must be completed at the University of Pittsburgh; if additional credits are required, equivalent graduate level courses taken at another university will be considered for transfer.

See Policy 229 for information about the number of credits taken as a special non-degree seeking student that can be counted toward graduate program requirements and Policy 225 for transfer of graduate credits completed at another University of Pittsburgh degree-granting program.

For additional information about transfer credits, please review the Regulations Governing Graduate Study at the University of Pittsburgh.

PROCEDURE:

1. After meeting with a faculty advisor/ area of concentration coordinator / major director, the student initiates a request for transfer of credit.

- 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

2. The Academic Department will process approval of the credits for transfer. The Faculty Advisor will complete and sign this form at link:
   https://www.nursing.pitt.edu/sites/default/files/course_credits_accepted.pdf
   - 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 Student Affairs & Alumni Relations.

3. Student Affairs & Alumni Relations will process the completed request in Peoplesoft and email the Student and Advisor the outcome.

4. If the credit transfer request is not approved, the student will be notified by the faculty advisor/ area of concentration coordinator / major director.

Approved by Graduate Faculty Organization 9/82, 2/02, 12/04
Revisions Approved by Total Faculty Organization: 3/21, 3/23
Reviewed: 07/08, 19-20, 20-21, 3/23
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