

UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING  
ACADEMIC POLICIES AND PROCEDURES  
FOR THE GRADUATE PROGRAM

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**TITLE OF POLICY:** ADVANCED STANDING CREDITS/TRANSFER CREDITS

**ORIGINAL DATE:** SEPTEMBER 1982

**LAST REVIEWED/REVISED:** DECEMBER 2025

**POLICY:**

The School of Nursing adheres to the University of Pittsburgh Office of the Provost Academic Regulation on [advanced standing credits](#).

**PROCEDURE:**

1. After meeting with a faculty advisor and/or Area of Concentration (ARCO) Coordinator or Program Director, the student initiates a request for transfer of credit.
  - a) The student will provide the faculty advisor and/or ARCO Coordinator or Program Director with the proposed transfer course(s) description and outline, and a copy of their transcript (highlighting the course's term, title, credits & grade) for evaluation of equivalency to the targeted University of Pittsburgh course.
2. The faculty advisor and/or ARCO Coordinator or Program Director will complete and sign the [Course Credits Accept Request Form](#) with the identified targeted University of Pittsburgh course, attach the course description and transcript, and forward it to the Graduate Student Advisor in Student Affairs
  - a) The Graduate Student Advisor will forward the form and attachments to the primary instructor of the targeted University of Pittsburgh course. The primary instructor may request additional information, including the entire course syllabus.
  - b) The primary instructor of the targeted University of Pittsburgh course will complete the shaded area of this form, identifying the number of credits accepted.
  - c) The Graduate Student Advisor will forward this form, signed and dated by the faculty advisor and primary instructor, to Student Affairs.
3. Student Affairs will process the completed request in PeopleSoft and email the student and advisor the outcome.
4. If the credit transfer request is approved, the student and faculty advisor will be notified of the decision to transfer full credit.
5. If the credit transfer request is partially approved, the student and faculty advisor will be advised of the decision to transfer partial credit. The process to fill the gap in course content will follow [Policy 367 Independent Study](#).
6. If the credit transfer request is not approved, the student and Faculty Advisor will be notified so plans can be made to enroll in the targeted Pitt course.