

**UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING**

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

TITLE OF POLICY: **TRANSFER OF CREDITS**

ORIGINAL DATE: **SEPTEMBER 1982**

LAST REVIEWED/REVISED: **FEBRUARY, 2020**

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. 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.

The number of previously completed graduate credits that can be transferred into a School of Nursing Graduate or Certificate program is:

- No more than 6 credits in a master's program
- A maximum of 12 graduate level credits for a doctoral program
- 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.

For students seeking a second University of Pittsburgh master's degree, the faculty advisor/area of concentration 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).

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 by:
 - 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
 - The Faculty Advisor will complete and sign this [Course Credit Accept Request Form](#) 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 SAAR.
 - The SAAR staff designee will process the completed request in Peoplesoft and email the Student and Advisor the outcome.
2. 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: 6/08

Reviewed: 07/08, 19-20

Revised: 12/07, 04/08, 02/17, 02/20