

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

TITLE OF POLICY: CREDENTIAL OVERLAP

ORIGINAL DATE: FEBRUARY 2003

LAST REVIEWED/REVISED: DECEMBER 2025

POLICY:

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

PROCEDURE:

1. After meeting with a faculty advisor and/or Area of Concentration (ARCO) Coordinator or Program Director, the student initiates a request for credential overlap by writing a letter or memo to the faculty advisor and the ARCO Coordinator or Program Director specifying the course number, course title, and number of credits requested for credential overlap.
2. The faculty advisor and/or ARCO Coordinator or Program Director reviews the student's transcript to determine that acceptable grades have been earned in the courses for which the student is requesting credential overlap and approves or disapproves the request. A representative of the Dean's Office and/or Student Affairs may be asked to consult on the credential overlap request.
3. If the request for credential overlap is approved, the faculty advisor and/or ARCO Coordinator or Program Director will notify Student Affairs 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 notifies the student of the outcome.
4. Student Affairs 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, 20-21, 23-24

Revised: 3/02, 04/08, 01/15, 03.21, 12.25

Approved by Total Faculty Organization: 02/03, 06/08, 03/21