

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: MARCH 2021

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.

The faculty advisor or Area of Concentration coordinator, Program Director (in collaboration with the faculty teaching a course(s) deemed to be equivalent) approves credits that will be accepted for advanced standing.

Credits considered for transfer may be from graduate level courses completed during the BSN program provided those credits were approved by the University to count toward both BSN and graduate program requirements or were over and above those required to meet the BSN credit requirements or from a previous master's, professional doctorate or PhD program completed at the University of Pittsburgh. The course needs to be equivalent to the course in the program under consideration and must be approved by the faculty member teaching the current course and the coordinator/director of the program, area of concentration (AROC) or major.

Only course(s) credits with a B or higher grades will be evaluated for transfer. Courses more than 10 years old will only be accepted with approval of the coordinator/director of the program, area of concentration (AROC) or major.

PhD Program: Up to 12 graduate credits may be accepted as transfer (advanced standing credits) toward the PhD degree. The 12 credit maximum includes courses completed at the University of Pittsburgh as well as credits transferred in from other institutions (See Policy 224)

MSN and DNP Programs: A maximum of 6 credits meeting the requirements previously described can be transferred from a previous program completed at the University of Pittsburgh. See Policy 224 for the transfer of credits from another graduate institution.

Certificate Programs: At least 10 credits in a certificate program must be completed at Pitt during the certificate program. If additional credits are required, equivalent graduate level courses taken during a previous program at the University of Pittsburgh 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 224 for transfer of graduate credits completed at another graduate institution.

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, 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, 20-21

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

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