

UNIVERSITY OF PITTSBURGH  
SCHOOL OF NURSING

ACADEMIC POLICIES AND PROCEDURES FOR THE  
UNDERGRADUATE PROGRAM

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**TITLE OF POLICY:** APPROVAL: SUBSTITUTING COURSES FROM ANOTHER COLLEGE OR UNIVERSITY

**ORIGINAL DATE:** OCTOBER 1972

**LAST REVIEW/REVISED:** NOVEMBER 2021

**POLICY:** Current students must discuss with their respective advisors about the course to be taken from another institution. If the course is not part of the pre-approved courses, then the student must submit the course description to obtain approval from the Associate Dean for Student Services and Alumni Affairs or designee, to transfer courses taken at another college or university. Courses are transferable according to the transfer credit policy. (See policy #32).

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- PROCEDURE:**
- 1) The student is responsible for presenting to Associate Dean for Student Affairs and Alumni Relations or designee in advance:  
A completed request form [Permission to Enroll at Another Institution Form](#).  
Course outline, syllabus or description obtained from the institution offering the course for review.
  - 2) When the student completes the course, an official transcript must be submitted to Office of Student Affairs and Alumni Relations.

Approved by Total Faculty Organization: 01/10  
Approved by Undergraduate Faculty Organization: 10/72,  
Last Reviewed: 97-98, 00-01, 03-04, 09-10.12-13, 21-22