University of Pittsburgh School of Nursing
COURSE CREDITS ACCEPT REQUEST FORM

Subject to change:
6/1/17 KS, 1/17/20 BCB,
1/14/26 RD

Directions: See School of Nursing Policy #224

When directed by Faculty Advisor:

- 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 Credits 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 Student Affairs.
- The Student Affairs staff designee will process the completed request in PeopleSoft and email the Student and Advisor the outcome.

Student Name:

PeopleSoft ID#:

Term/Year of Transfer Request:

Source Institution (45 characters):

Academic Program: Graduate

Academic Plan: PhD

Subplan: CNS

Year/ Term	Incoming Subject	Incoming Course#	Incoming Course Title	Units/ Credits Taken	Grade - attach copy of official transcript	Targeted Subject	Targeted Pitt course Catalog #	Evaluation by Primary Instructor # Units/Credits (0-4) Signature/Date
								credits - Approved by
								credits - Approved by
								credits - Approved by
								Total Block Credits Accepted:

Faculty Advisor:	Student Services Authorization:	Date:
Date & Verified/Approved by: also see shaded box	Saved: Posted: Processed by:	