



## POLICY AND PROCEDURE

**SUBJECT: Credit Transfer Policy**  
**DATE: August 28, 2017**

**INDEX TITLE: Administrative Policies**

### **I. POLICY:**

It is the policy of the UPMC Schools of Nursing (SON) to accept transfer credits for newly admitted students. Credits must be transferred in at the time of entry into the program. Students admitted to, and currently enrolled in courses at UPMC Schools of Nursing cannot take non-nursing support courses at other colleges and universities.

### **II. PURPOSE:**

The purpose of this policy is to allow students the ability to transfer credits at the time of admission.

To be eligible for transfer, a course must be substantially equivalent to a comparable affiliating college/university course in terms of content (include equivalent contact hours for the same number of credit hours). Course descriptions and syllabi are used to determine whether courses are acceptable for transfer and must meet the following criteria:

- Grade of "C" or better attained in each course.
- The credits from the transferring university/college must match exactly the required credits for that course at the UPMC School of Nursing.
- Anatomy and Physiology I and II (both must be 4 credit classes with a lab and must be completed at the same institution)/Mammalian Anatomy (must be a 4 credit class with lab) and Physiology (must be a 3 credit course with a 1 credit lab and both Mammalian Anatomy and Physiology must be completed at the same institution), Microbiology (must be a 4 credit class with a lab or a 3 credit class and a 1 credit lab), College Writing (3 credits), Biomedical Ethics (3 credits) and Human Growth and Development (3 credits) must have been completed within the last 5 years of the start of the student beginning the program.
- Should a student be enrolled in Anatomy and Physiology II or Physiology, with lab, upon admission an unofficial grade report for that particular class must be submitted by the first day of class. An official transcript for that particular class must be submitted by the end of the second week of class. Should the SON not have received an unofficial grade report by the first day of class, the student will be enrolled in the Anatomy and Physiology I class. Failure to submit these documents may have an impact on the student receiving his/her financial aid.
- Acceptable substitutes for required courses are determined by the affiliating college/university.

- Students who have received advanced placement (AP) credits must submit an official College Board report to determine if the advanced placement credits will be accepted. Advanced placement credits from high schools will not be accepted.
- Students admitted to, and currently enrolled in courses at UPMC Schools of Nursing cannot take non-nursing support courses at other colleges and universities.
- Nursing courses from other schools of nursing other than the UPMC Schools of Nursing are not accepted for transfer.

The SON does not award transfer credit for courses which do not earn credit in the School; courses which do not earn credit include:

- High school level courses (i.e., college prep)
- Military science
- EMT

Any transfer of credit granted to a student will be considered attempted and earned during the student's progress review. The transfer of credit will not apply to the student's overall grade point average (GPA). The student will be notified of acceptance of credits prior to the start of the program.

There is no guarantee that credits earned while enrolled at the UPMC Schools of Nursing will transfer to another educational institution.

Sponsor:

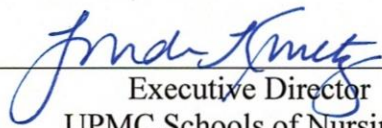
Reviewed/Approved: UPMC Schools of Nursing Executive Leadership: 01/12/17

Revised/Approved:

Originated Date: 06/26/14

Effective Date: 01/28/16; 08/28/17

Signature:

  
Executive Director  
UPMC Schools of Nursing

Date: 6-12-2017

**UPMC SCHOOLS OF NURSING**

**Student Transfer of Credit Request Form**

**Student Name:** \_\_\_\_\_ **Desired Start Date:** \_\_\_\_\_

If you have earned or are currently attempting to earn college credits at other appropriately accredited institution(s), the UPMC Schools of Nursing can potentially accept earned credit(s) as equivalent to the courses listed below. Please complete this form and return it as soon as possible to the Director of your School. Please return this document even if you have no transfer of credit requests.

<b>UPMC School of Nursing Course Equivalent</b>	<b>Name of College Course Desired for Transfer of Credit</b>	<b>College or University Attended</b>	<b>Date of Completion</b>	<b>Earned Grade</b>	<b>Earned Credits</b>
Anatomy & Physiology I with lab (4 credits)					
Anatomy & Physiology II with lab (4 credits)					
Biomedical Ethics (3 credits)					
College Writing (3 credits)					
Human Growth & Development (3 credits)					
Microbiology with lab (4 credits)					

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_