



UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

SUBJECT: Credit Transfer Policy
DATE: September 2, 2025

INDEX TITLE: Administrative

I. POLICY:

It is the policy of the UPMC Schools of Nursing to accept transfer credits for newly admitted students. Credits must be transferred in at the time of entry into the program. Once actively enrolled in a nursing course at the UPMC Schools of Nursing, students cannot take non-nursing support courses at other colleges and universities. A maximum of twenty-one (21) non-nursing credits can be transferred in at the time of entry into the program. An **official** transcript must be received prior to the start of the program.

II. PURPOSE:

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

III. SCOPE:

This policy applies to all students in the UPMC Schools of Nursing.

IV. PROCEDURE:

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:

- A. Grade of "C" or better attained in each course.
- B. Anatomy and Physiology I and II (both must be 4 credit classes with a lab), and Microbiology (must be a 4-credit class with a lab or a 3-credit class and a 1-credit lab) must have been completed within the last 5 years of the start of the student beginning the program.
- C. College Writing (3 credits), Biomedical Ethics (3 credits) and Human Growth and Development (3 credits) must have been completed prior to the student beginning the program. Acceptance of these credits is applicable only to those individuals starting the program after Fall 2021.
- D. Acceptable substitutes for required courses are determined by the affiliating college/university.
- E. Students admitted to the program who have previously completed a bachelor's or master's degree in a specific subject such as journalism, science, or psychology and these courses fall out of the established acceptance time may petition for exemptions to specific non-nursing classes by completing the "Petition For Exemption Form" attached to this policy.

- F. Advanced placement credits earned in high schools will not be accepted.
- G. Students admitted to, and actively enrolled in courses at UPMC Schools of Nursing cannot take non-nursing support courses at other colleges and universities.
- H. Nursing courses from other schools of nursing other than the UPMC Schools of Nursing are not accepted for transfer.
- I. Credits must be from an accredited college or university.

Students will be notified of acceptance of credits prior to the start of the program. The transfer of credit will not apply to the student's overall grade point average (GPA).

V. REFERENCED AND RELATED POLICIES:

UPMC Schools of Nursing RN Admissions Policy

UPMC Schools of Nursing LPN to RN Admissions Policy

UPMC Schools of Nursing Readmission, Reentry, and Internal Transfer Policy

UPMC Schools of Nursing Satisfactory Academic Progress (SAP) Student Graduation Requirements Policy

PETITION FOR EXEMPTION FORM
NON-NURSING COURSES

Name: _____

Nursing School: _____

Degree and date received: _____

School: _____

Major: _____

Name of course(s) being petitioned: _____

Explanation of why the applicant believes that the course should be accepted for
credit purposes: (Please use an additional page as required)
