



## UPMC SCHOOLS OF NURSING POLICY AND PROCEDURE

**SUBJECT: Credit Transfer Policy**  
**DATE: May 22, 2023**

**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:

- Grade of “C” or better attained in each course.
- 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.
- 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.
- Should students be completing Anatomy and Physiology II, with lab, upon admission an unofficial grade report for that particular class must be submitted by the first day of class. The official transcript for that particular class must be submitted by the end of the second week of class. Should the School of Nursing 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 admitted to the program who have previously completed a bachelors 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. This will apply only to those individuals starting the program after Fall 2021.
- 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 actively 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.
- 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).

#### **ADDENDUM FOR TRANSFER OF CREDIT POLICY – UPMC JAMESON SCHOOL OF NURSING**

UPMC Jameson School of Nursing students requesting transfer of credit for the science courses (Anatomy and Physiology I & II and Microbiology) must have the equivalent of 4 credits with one being a lab.

Students requesting transfer of credit for Growth and Development, College Writing and Biomedical Ethics, must have the equivalent of a 3-credit course (45 contact hours) to be considered for transfer. Students will be awarded 3 semester hours (Westminster's standard unit of credit) instead of credits.

Seventy-two (72) credits are required to graduate from the nursing program. Students awarded transfer of credit for Growth and Development, College Writing and Biomedical Ethics may graduate from the program with a minimum of sixty-nine (69) credits.

#### **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 Readmissions Policy

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

Reviewed/Revised: 05/19/2023  
Originated Date: 06/26/14  
Effective Date: 05/22/2023

Signature: \_\_\_\_\_  \_\_\_\_\_ Date: 05/22/2023 \_\_\_\_\_  
Executive Director  
UPMC Schools of Nursing

