POLICY AND PROCEDURE

SUBJECT: Credit Transfer Policy
INDEX TITLE: Administrative Policies
DATE: August 28, 2017

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: [Signature]
Executive Director
UPMC Schools of Nursing

Date: 6-12-2017
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<tr>
<th>Date:</th>
<th>Student Signature:</th>
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<tr>
<th>Course</th>
<th>Credits</th>
<th>Earned Credits</th>
<th>Grade</th>
<th>Date of Completion</th>
<th>Name of College of University</th>
<th>Desired for Transfer of Credit</th>
<th>UPMC School of Nursing</th>
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<tbody>
<tr>
<td>Microbiology</td>
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<td>Human Growth &amp; Development</td>
<td>3 credits</td>
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<tr>
<td>College Writing</td>
<td>3 credits</td>
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<td>Biomedical Ethics (with lab)</td>
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<td>3 credits</td>
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<tr>
<td>Anatomy &amp; Physiology II</td>
<td>3 credits</td>
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Return this form to the Office of Professional Development. If you have any questions, please contact the Director of Nursing Education at 412-471-6200.

If you have any questions or comments, please contact the Dean of Nursing at 412-471-6200.

Student Name: ___________________________
Student Start Date: __________________________

Student Transfer of Credit Request Form

UPMC SCHOOLS OF NURSING

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