

## UNIVERSITY OF VIRGINIA

School of Nursing

**Request to Transfer or Substitute Courses for Credit**

(Submit a form for each course requested)

Please read the Policy and Procedure Statements on the back of this form carefully.

Name:

(Please  
print)

E-mail:

Date:

Program (Circle one): BSN

RN-BSN

CNL

MSN

Post Master's

DNP

PhD

**Transfer or Substitute Course Information (Other Institution):**

Course Number:

Course Title:

School Name and Address:

Credit Hours:

\*Grade Received:

Semester or quarter taken: Fall Winter Spring Summer  
(circle one)

\*By entering the grade received you are allowing all parties involved access to your grade.

**Substitute Course Information (UVA Equivalent):**

Course Number:

Course Title:

Syllabus Attached (circle one): YES NO  
(only required if course is not on UVA Transfer Credit site)  
Transcript (circle one): Attached or On-file**Professor or Department Chair** Approval of the UVA equivalent course (for all programs) or **Faculty Advisor** Approval  
(for DNP Cognates):

Action Taken (circle):

**Approved****Denied**

Printed Name

Signature

Date

Comments

School of Nursing **Assistant Dean** Approval:

Action Taken (circle):

**Approved****Denied**

Signature

Date

Comments

School of Nursing Registrar's Office Use Only:

Forwarded to \_\_\_\_\_ Date: \_\_\_\_\_

Date Transcript Received: \_\_\_\_\_ Date Entered into SIS: \_\_\_\_\_

UNIVERSITY OF VIRGINIA  
School of Nursing  
Request to Transfer or Substitute Course for Credit

## TRANSFER CREDITS

Graduate students (MSN/DNP only) may be eligible to transfer credits a maximum of 12 credits from other academic institutions (or other programs at UVA prior to admission) if the following criteria are met:

- courses are listed on the transcript from the transferring institution as “graduate level”;
- the student earns a final grade of B- or higher;
- the courses are deemed aligned with the rigor and content of the student’s program of study;
- course credits are no older than 5 years at the time of matriculation;
- and coursework was completed at an accredited university in the United States. Students wishing to have credits transferred from an international university need to ensure:
  - the institution is a recognized part of the system of higher education of another country and offers programs of study equivalent to graduate degree programs at UVA
  - the student completed credits as part of a recognized study abroad program through UVA or another university accredited in the United States

The MSN/DNP program lead is responsible for reviewing and approving any proposed transfer credit in consultation with the specialty lead and faculty of record to ensure that course content and objectives match program content and are leveled appropriately. Credit that does not match program content should be denied for transfer. Prior proposal, thesis, dissertation, seminar, or special topics credits are not eligible for transfer. Courses transferred are not calculated into a student’s cumulative GPA at UVA.

Undergraduate majors in Nursing (BSN, ABSN, RN-BSN) who desire to obtain an MSN or DNP degree may receive credit for “excess” graduate level courses taken while in an undergraduate program. “Excess” is defined as graded courses taken as an undergraduate student over and above all requirements for the Bachelor’s degree. Under no circumstances will courses be credited toward both the Bachelor’s and graduate degrees.

Courses with a clinical component in which the clinical hours were counted for purposes of the regulatory and credentialing bodies are not acceptable for transfer.