

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

Policy

The University of Virginia School of Nursing faculty will consider requests for transfer of credit from other colleges or universities for courses which may be equivalent to those in other accredited nursing programs. Other University of Virginia faculty may evaluate courses equivalent to those in other areas. Implementation of this policy will not negate the residency requirement policy. In general, only graduate-level courses would potentially transfer for graduate course credit at UVA.

Procedure

When a student requests transfer of credit for courses completed in other colleges or universities to meet requirements in the University of Virginia School of Nursing, or substitution of one UVA course for another, the following procedures must be followed:

1. Undergraduate students must submit to the Office of the School of Nursing Registrar a completed Request to Transfer or Substitute Course for Credit form. The Registrar will obtain faculty signatures. A separate form must be completed for each course for which transfer credit/substitution is requested.
2. Graduate students must submit to the Office of the School of Nursing Registrar a completed Request to Transfer or Substitute Course for Credit form, including the faculty signature. It is the responsibility of graduate students to obtain the faculty signature and return the form to the SON Registrar. A separate form must be completed for each course for which transfer credit/substitution is requested.
3. The order of submission is as follows:
 - a. If the course was taken prior to matriculation at UVA and not automatically entered, this form must be submitted along with a course syllabus containing a course description, objectives and content outline of the course. Transcripts submitted during the admissions process should be on file in the student's official file. Students seeking transfer of credit for a course that is listed on a previously submitted transcript should note this on the transfer of credit form. If a transcript for the course is not on file, it must be sent to the SON Registrar following the instructions in 2b.
 - b. If the course is planned for after matriculation, check <http://es-sazwebdmz.eservices.virginia.edu/asequivs> to see if it automatically transfers. If so, submit this form prior to enrolling and, upon completion, an official transcript that validates grade and credit for the course. The student must request that this be sent directly to the Office of the School of Nursing Registrar. Credit will not be awarded until the official transcript is received.
 - c. If the course is planned for after matriculation and not found on the transfer of credit analyzer above, a copy of the syllabus must be submitted before the course can be approved. A transcript must be obtained upon completion as mentioned above.

Exceptions to this policy include:

- This policy does not relate to elective courses completed in other Schools of the University of Virginia. It is the responsibility of the student's advisor to assist students in choosing electives and approving them at the time of registration.
- First-year students completing college composition courses prior to matriculation to UVA will receive transfer credit for these courses but may NOT use them to fulfill the first or second writing requirement.
- Undergraduate students cannot use transfer credit to fulfill the second writing requirement. The second writing requirement must be completed at the University of Virginia.
- RN to BSN students cannot transfer psychology courses in lifespan development because these students are granted advanced standing credit for this course and the University will not allow the granting of credit for duplicate course work. Some nursing elective courses taken in associate degree programs may not transfer to UVA.
- Students who have completed a course as a part of a baccalaureate program may not use that course toward the MSN degree (Exception: MSN-CNL students).
- Graduate students may receive a maximum of four graduate-level courses (up to 12 credits) completed at other institutions for transfer credit. In order to be considered for transfer, the courses must have been completed with a **minimum grade of B**.
- Undergraduate students may receive transfer credit for courses that have been completed with a **minimum grade of C**.

Updated: Fall 2011