Graduate School of Nursing
Uniformed Services University of the Health Sciences
Bethesda, Maryland

TITLE OF POLICY: Transfer of Academic Credits for the Uniformed Services University of the Health Sciences (USUHS), Graduate School of Nursing (GSN)

ORIGINAL APPROVAL DATE: 12 February 2001
                        Amended 21 January 2006

LAST REVIEW/REVISION DATE: 29 July 2011

POLICY

A. Purpose. This instruction establishes a USUHS GSN policy concerning the transfer of credits from another academic institution, to the current program of study, at USUHS.

B. References: None.

C. Applicability. This instruction applies to students enrolled in the GSN Masters of Nursing Science (MSN), Doctor of Nursing Practice (DNP) and Doctor of Philosophy (PhD) programs.

D. Objectives. Rarely will transfer credits be granted for core courses due to the military federal uniqueness of the Uniformed Services University; however, on a case by case basis, courses will be reviewed for consideration of transfer credit. A grade of B or better must be achieved in the course(s) to be considered for transfer of credit. If approval is granted, a maximum of six (6) credits for the MSN and DNP programs will be allowed to be transferred into the program of study. Generally, no more than nine to twelve (9-12) credits will be allowed for the PhD program.

E. Responsibilities:

1. The student will:

   a. Provide the Program Director with the following documents no more than one (1) month prior to the starting date of the student’s respective program:
• Course description
• Course syllabus
• Transcript and grade obtained from course

b. Complete the “Request for Transfer Credit” (Attachment A) and submit to the respective Program Director for review.

c. Complete the above process for each course requested to be reviewed for consideration of transfer credit.

2. The program directors will:

a. Review the student request for transfer credit.

b. Submit documents (Course description, course syllabus, and transcript and grade obtained from course) to appropriate course coordinator.

3. The course coordinator will:

a. Review documents submitted by program director

b. Evaluate documents for course equivalency.

c. Complete the “Transfer Credit Review” (Attachment B) and submit to program director.

4. The program director will then:

a. Sign the transfer credit review.

b. Notify student requesting transfer credit of the final decision.

c. If transfer credit is approved, distribute copies of all documentation to:

(1) Student requesting transfer credit
(2) GSN student file
(3) Registrar’s office

d. If transfer credit is approved, the grade obtained from that course will not be factored into the cumulative GPA for course work taken while enrolled in the GSN at USUHS but it will fulfill the curriculum requirement within the program of study.
F. **This Policy and Precedent is effective immediately.**

![Signature]

**ADA SUE HINSHAW, PhD, RN, FAAN**
Professor and Dean
Graduate School of Nursing, USU

7-29-11

**Attachments:**
A. Request for Transfer Credit Consideration  
B. Transfer Credit Review

Reviewed by:

<table>
<thead>
<tr>
<th>(Signature)</th>
<th>(Date)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>(Signature)</th>
<th>(Date)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>(Signature)</th>
<th>(Date)</th>
</tr>
</thead>
</table>

| (Signature) | (Date) |
MEMORANDUM FOR RECORD

SUBJECT: Request for Transfer Credit Consideration

TO: Program Director: _______________________________ (Indicate Program)

FROM: __________________________________________

1. Requesting transfer credit for the following GSN course:

   GSN Course Number and Title: _____________________

2. Course for consideration from a previous academic institution:

   Course Number and Title: _________________________

   Institution: ___________________________________

   Inclusive Dates of Course: _______________________

2. Attach the following documents:

   Course Description
   Course Syllabus
   Transcript of Grade Obtained

4. If this course is approved for transfer of credit, please note that the grade obtained from that course will not be factored into the cumulative GPA for course work taken while enrolled in the GSN at USUHS.

Print Name: _______________________________ Date: ____________

Signature of Student: _______________________________________

Attachment A: Request For Transfer Credit Consideration
MEMORANDUM FOR RECORD

SUBJECT: Transfer Credit Review

TO: Program Director: ____________________________ (Indicate Program)

FROM: (Course Coordinator) ____________________________

1. Review of transfer credit for:
GSN Course Number and Title: ____________________________

2. Course for consideration from a previous academic institution:
Course Number and Title: ____________________________
Institution: ____________________________
Inclusive Dates of Course: ____________________________

3. The following documents were reviewed:
Course Description
Course Syllabus
Transcript of Grade Obtained

4. Decision:
Approved _____
Not Approved _____

5. Rationale for the above decision:
________________________________________________________________________
________________________________________________________________________

Signature of Course Coordinator: ____________________________ Date: __________

Program Director: ______________________________________________________
Signature of Program Director: ____________________________ Date: __________

Concur: _____
Non Concur: _____

Attachment B: Transfer Credit Review