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		Approval Date:	05/09/2024
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## Policy Title: Transfer of Graduate Credit

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A student may submit graduate course credits earned at other universities for application toward the University of Houston Andy and Barbara Gessner College of Nursing MSN degree. A maximum of 9 credit hours of nursing coursework toward an MSN degree may be transferred. Credit may be transferred only for graduate credit courses completed with a grade of A or B. The transfer student must complete 75% of the coursework required for a degree program at UH. Criteria for transfer of credit include:

1. The course must clearly relate to the student's approved program of study.
2. All courses to be transferred must be graduate level courses.
3. Clinical courses may be transferred if they meet equivalency criteria, but the Capstone Project course may not be transferred.
4. Prior to enrollment of the first semester, students who wish to obtain equivalency credit for a required course in the MSN program must complete a [Graduate/Professional Student Petition](#). No additional transfer credit will be awarded after the student has signed their degree plan.
5. The student will submit the required petition form and documentation in the explanation request (i.e. course syllabus, name of course textbook(s), and course schedule with content and exam schedule) to the Academic Advisor for the Graduate Program. The Advisor will forward the information, along with the student transcripts, to the MSN/DNP Program Director. The Director will consult with the Associate Dean and assemble a task force from the Graduate Committee to evaluate the petition. If the Task Force approves the petition, and all other eligibility requirements are met, the student will be granted equivalency credit for the course by the Associate Dean.
6. The course must have been completed within the last five (5) years.
7. The course must be listed on an official transcript from a professionally accredited nursing program. The transcript must indicate a letter grade of "A" or "B" in the course.

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Approved by Gessner College of Nursing Faculty Council: 04/05/2024

Approved by Dean Kathryn Tart: 05/09/2024