

Procedure for Determining Graduate Required Course Equivalency

Students wishing to transfer credit or substitute a course for one listed in the degree plan are subject to policies of The Graduate School. To determine graduate required course equivalency, the following procedure must be followed:

1. The student will submit a request to the Graduate Nursing Advisor. The student is to include a transcript showing satisfactory completion of the course along with supporting documentation, i.e. course syllabus.
2. The Graduate Advisor will forward the documentation to the faculty teaching the designated course.
3. The faculty teaching the designated course will review the documentation and submit their recommendation to the Graduate Advisor.
4. If documentation is considered to be sufficient, the Graduate Advisor will complete a transfer credit approval form, submit it to registrar's office, and place approval documentation in the student's file.
5. If the documentation is considered not to be sufficient, the Graduate Advisor will inform the student requesting the equivalency that the required course must be taken.