



UNIVERSITY OF PENNSYLVANIA SCHOOL OF NURSING
Transfer of Credit or Waiver from a Course Request

The full policy on transfer credit and waivers from courses is found in the PhD student handbook:

<http://www.nursing.upenn.edu/students/resources/Pages/Handbooks-Forms-and-Policies.aspx#>

The student should initiate the process for transfer of credit or waiver post-admission, but before the start of classes.

An official transcript of the course must be on file in the Office of Student Information at the time of application. The official transcript must be received before the credit can be posted to the student's transcript.

Procedure:

- 1) The student should complete one form for each course to be approved for transfer credit or a waiver, a written rationale for the course to be transferred or waived, the course description, syllabus, and sample assignment or other evidence (if possible) to the faculty advisor.
- 2) The faculty advisor signifies approval by signing the form, and forwards materials to the Grad Group Chair.
- 3) The Grad Group Chair consults with at least one faculty member who has either taught the course or has expertise in course content. S/he might also consult with the advisor and with the Chair-Elect if needed. If the Grad Group Chair is the advisor of record, s/he will consult with the Chair-Elect to maintain the integrity of the process. All consultations are documented on the "PhD Transfer Credit or Waiver" form.
- 4) The Grad Group Chair approves or denies the request, and forwards paperwork to the Associate Director of Graduate Academic Affairs for processing. The decision is emailed to the student, with a copy to the advisor, course faculty and Chair-Elect. If approved, the Office of Student Information will post the transfer credit or waiver on the student's transcript.

Student Name: _____ **Date:** _____

E-mail: _____ **Degree program:** MS/PhD PhD

Start Term and Year: _____

Requesting Waiver Requesting Transfer Credit

Institution attended for transfer/waiver course: _____

Course title requested for transfer/waiver: _____

Grade received in the course: _____

University of Pennsylvania equivalent course: _____

Student Signature: _____

Advisor Signature: _____

Graduate Group Chair: _____

Approved

Not Approved

(Below for School of Nursing Use Only)

This course may be transferred in lieu of taking: _____

This course may be waived in lieu of taking: _____