

Transfer Credit Policy for MSN / DNP Students

A maximum of two course units (or their equivalents) may be approved for transfer credit for the MSN and DNP programs. No fee is charged for the transfer of credit.

Eligible courses must meet the following minimum criteria:

- Graduate-level
- Taken at an accredited institution
- Final letter grade of B or higher (“pass” is not acceptable)
- Taken prior to admission to the University of Pennsylvania MSN or DNP program

Additionally:

- Courses with a clinical component in which the clinical hours are counted for purposes of the regulatory and credentialing bodies are not acceptable for transfer.
- Advanced pathophysiology and advanced physical assessment courses will be considered for transfer credit only if completed within five years of matriculation.
- Advanced pharmacology courses will be considered for transfer credit only if completed within two years of the expected date of completion of the master’s program.

Transfer credit decisions are at the discretion of the course faculty. If approved, the transfer credit will appear in the action column of the transcript but will not be calculated into the student’s GPA.

TIMELINE

The process for transfer of credit must be completed post-admission but before the start of classes. The transfer credit review takes approximately four weeks from the time of submissions, or longer depending on faculty availability for review.

PROCEDURE

1. Submit a request for transfer credit through the External Course Approval Tool (XCAT): <https://fission.sas.upenn.edu/sso/xcat/>. Please note that a course syllabus must be uploaded with the submission.
2. If the course meets the minimum criteria list above, the request will be forwarded to the appropriate faculty instructor for comprehensive review.
3. Once the faculty reviewer has submitted a decision (approved or not approved), you can review the decision on XCAT. If approved, the Nursing Registrar will post the credit to your transcript.

QUESTIONS

If you have questions about the posting of an approved transfer credit, please contact the Registrar at registration@nursing.upenn.edu. For questions about how transfer credit will affect your plan of study, please contact your MSN program director or the professional staff in Student Services at advisor@nursing.upenn.edu.