

**Graceland University School of Nursing  
Graduate Nursing Programs  
Policy & Procedure**

**Title:** Transfer Credit, Graduate Nursing Programs (MSN, DNP, Post-graduate Certificates)

**Purpose:** Create consistent procedure for approval of transfer credit

**I. Policy**

Approval of transfer credit is made on a course by course basis. Courses submitted for consideration **must be of equivalent semester hours or sufficiently match expected learning outcomes** as required in the GU-SON program. Candidates may transfer up to a maximum of 3 graduate nursing courses or up to 12 semester hours (sh) of graduate course work **completed within 5 years prior to admission (see exceptions below)** at another nationally accredited program with a grade of "B" or above. Any deficits in s.h. of transfer credit must be completed to earn the required number of s.h. for completion of the designated program of study (POS). Students may add designated courses from the DNP and NE certificate POS to earn the required number of s.h. (see listing on Petition for Transfer Credit form).

Special conditions and exceptions to course completion time-limits:

- **Pharmacotherapeutics** and **Advanced Health Assessment** courses must be completed within three (3) years prior to admission to be considered for transfer credit.
- **Course completion time limits** do not apply to **board certified APN** demonstrating continuous current practice.

The Petition for Transfer Credit form and a detailed syllabus is submitted at the time of application to the program. Petitions for Transfer Credit are reviewed by The Graduate Student Affairs Committee (GSAC) for all students accepted into the graduate nursing program. Decisions regarding acceptance of transfer credit are finalized at the time of acceptance and communicated to students in the offer of admission notification letter.

**II. Procedure**

1. **At the time of application for admission** to a graduate nursing program, submit the following to [songraduateprograms@graceland.edu](mailto:songraduateprograms@graceland.edu) for consideration of transfer credit:
  - a. **Petition for Transfer Credit**
  - b. **Detailed syllabus** (*catalog listing is not sufficient for review*) for each previously requested course that includes the following:
    - a. Course description
    - b. Expected learning outcomes/objectives
    - c. Content outline
    - d. Learning activities
    - e. Evaluation and assessment criteria
2. GSAC will review submitted materials upon candidate acceptance and document approval/denial on the petition form. Decisions of GSAC are considered final and may not be appealed.
3. The Graduate Programs Office (GPO) will notify, in writing, the student and the Registrar of courses approved for transfer credit. Decisions regarding acceptance of transfer credit are communicated to students in the offer of admission notification letter.
4. The Program of Study and Completion Plan will be updated by the Registrar and the Program Consultant.