

**Procedure Number:** 407a  
**Procedure Name:** TRANSFER OF NURSING COURSES PROCEDURE  
**Reviewed by:** Nursing Faculty  
**Last Review Date:** 01/19/2024

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1. The student submits the completed “Transfer of Nursing Courses Request” form (available on the Department of Nursing website) along with a transcript, and course syllabus which should include course description, course overview, course objectives, and a topic outline. These documents are required for the course to be considered for transfer.
2. The nursing faculty currently teaching the course most like the course being submitted will conduct the first evaluation. They will make their recommendation, along with the rationale. The request will then be sent to the appropriate nursing chair.
3. The appropriate nursing department chair will review and make a final decision regarding the request.
4. University policy will dictate how many transfer credits will be accepted, as well as the acceptable timeframe.
5. The decision is communicated to the student by the Office of Student Services (OSS) who will provide guidance on the next steps in the process. The original document is placed in the student’s file.

Approved by Nursing Faculty 10/24/14; 03/22/19; **R 01/19/2024**