

COURSE WAIVER/SUBSTITUTION REQUEST

STUDENT ID	LAST NAME	FIRST NAME	PROGRAM & TRACK	EMAIL ADDRESS

Course Waiver/Substitution Request Process:

Course waivers are given when students demonstrate sufficient experience in a subject area and are able to justify that the course would not enhance their knowledge. It is the students' responsibility to justify their experience in the subject area. Examples of documentation are testing, portfolio, certification, etc.

A course waiver **requires** a student satisfy waived credits with elective credits to meet degree requirements.

Program Maximums for Transfer/Waived Credit:

- Bachelor's candidates*: A minimum of 60 semester credit hours that meet Emory General Education Requirements and Nursing prerequisite courses will be added to the transcript. Transfer/Waived credits may not have been used if they were part of GER, prerequisites, or used to satisfied requirements for another degree. A maximum of 12 credit hours can be applied for provided they have not been used to satisfy other requirements.
*Bachelor's candidates are prelicensure students enrolled in the Traditional BSN or DABSN Nursing programs leading to a BSN.
- MN candidates: 9 semester hours of post-baccalaureate credit. Transfer/waived credit hours combined cannot exceed the maximum 9 credits.
- Master's candidates: 9 semester hours of post-baccalaureate credit. Transfer/waived credit hours combined cannot exceed the maximum 9 credits.
- DNP candidates: 9 semester hours of post-baccalaureate credit. Transfer/waived credit hours combined cannot exceed the maximum 9 credits.

NOTE: Students should request waived credit prior to beginning the first semester of a program or at a minimum, the semester prior to a required course. A student enrolled in a course prior to approval will be subject to the Drop/Add policy and subsequent financial consequences. If a student is currently enrolled in a course, failure to drop the course during the Drop/Add period will result in the course remaining on the transcript and a 'W' (withdrawal) grade will be noted on the transcript.

NOTE: Waived semester credits must be satisfied by taking additional course work of equal or greater semester hour value.

Requesting a Course Waiver/Exemption:

1. Complete the *Course Waiver/Exemption form*
2. Enter the course information as it appears in the university catalog/bulletin at the other institution. Universities/Schools must be regionally accredited in order to receive credit.

Earned grades below a C for prelicensure programs or below a B for graduate programs will not be approved.

Approved credit does not count in the GPA.

Waived credit must be made up by taking additional course work of equal or greater semester hour value.

3. The student must include the following:
 - a. Written description of why this course should be waived
 - b. **Course syllabi and/or additional documentation– must be attached.**
 - c. Official transcript if one is not on file with the Office of Admissions.
4. Submit the completed *Waiver/Exemption Request Form* and all requested documentation: nursingregistrar@emory.edu
5. The Office of Education will route the request to the appropriate reviewer and notify the student of the decision.

Note: If you are requesting consideration for courses taken from multiple universities, you must complete a separate request form for each university.

COLLEGE/UNIVERSITY ATTENDED	CITY, STATE OF COLLEGE/UNIVERSITY	SEMESTER/YEAR OF ATTENDANCE

				Program Director or Faculty Use Only				
Course Number	Title	Semester/Year	Grade	SON Equivalent	Approved	Denied	Faculty Name	Faculty Signature

Program Director/Specialty Director Signature

Print Name

Date

Registration Team Signature

Print Name

Date

When the completed form is returned to the School of Nursing Registrar a copy will be sent to the student.