

**TRANSFER CREDIT REQUEST**

STUDENT ID	LAST NAME	FIRST NAME	PROGRAM & TRACK	EMAIL ADDRESS

**Transfer Credit Policy:**

Request transfer 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.

Courses are non-transferable if they cannot be used in the approved Plan of Study or do not meet the standard of a School of Nursing transfer course as determined by course faculty. Transfer credit will not be awarded if the course was used to satisfy requirements for a previous degree. The grade(s) earned from transfer credits will not be included in the GPA calculation. Course work transferred from other institutions is subject to a five year (5) time limit. Faculty may require an assessment of a student's knowledge, skills, and/or competencies.

**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 Distance ABSN Nursing programs leading to a baccalaureate degree (BSN).
- MN candidates: Credit hours that meet Emory Nursing Prerequisite courses will be transferred in. A student must satisfy all Nursing prerequisite courses or have approved waived credits to satisfy degree requirements. Waived credits must be made up by taking an additional class of equal or greater credit hours. Additionally, an MN student may transfer in no more than nine (9) semester hours in total of transfer/waived semester hours.
- Master's candidates: 9 semester hours of post-baccalaureate credit. Transfer/waived credit hours combined cannot exceed the maximum credits.
- DNP candidates: 9 semester hours of post-baccalaureate credit. Transfer/waived credit hours combined cannot exceed the maximum credits.

**Requesting Transfer Credit:**

1. Complete the *Transfer Credit 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.  
Prerequisite courses beyond 7 years may not be approved for transfer credit.
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. Send the completed *Transfer Credit form* and all requested documentation to [nursingregistrar@emory.edu](mailto:nursingregistrar@emory.edu)
5. The Office of Education will route the request to the appropriate reviewer and notify the student of the decision. A copy of the final approval will be sent to the student and stored in the student record.

*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

PREVIOUS INSTITUTION				ADMINISTRATION USE ONLY SON Equivalent Course Information				
Course Number	Title	Semester/Year	Grade	Title & Number	Approved	Denied	Faculty Print Name	Faculty Signature

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**Program Director**


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**Print Name**


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**Date**


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**Registration Team Member**


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**Print Name**


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**Date**