

# TRANSFER OF PROFESSIONAL GRADUATE COURSES

## UNIVERSITY OF NEBRASKA MEDICAL CENTER COLLEGE OF NURSING

### Transfer of Professional Graduate Courses Subsection: 5.3.9

Section 5.0 - Student Policies Originating Date: November 2010

Responsible Reviewing Agency: Revised: April 2012  
Professional Graduate Nursing Reviewed: November 2012  
Affairs Committee Revised: April 2014

Final Reviewing Agency: Revised: May 2016  
General Faculty Organization Revised: November 2016  
Revised: February 2017

Related Documents: Revised: February 2019  
Revised: September 2024

Policy 5.3.3 Admission for Master's Degree (<http://catalog.unmc.edu/nursing/student-policies/admission-for-masters-degree/>)

Policy 5.3.4 Admission for Doctor of Nursing Practice Degree (<http://catalog.unmc.edu/nursing/student-policies/admission-for-doctor-of-nursing-practice-degree/>)

Policy 5.3.11 Evaluation of Professional Graduate Student Progression to Graduation (<http://catalog.unmc.edu/nursing/student-policies/evaluation-of-professional-graduate-student-progression-to-graduation/>)

Request for Transfer of Professional Graduate Courses form ([https://wiki.unmc.edu/images/e/e3/5\\_3\\_9\\_Request\\_for\\_Transfer\\_of\\_Professional\\_Graduate\\_Courses\\_Form\\_2024\\_09.pdf](https://wiki.unmc.edu/images/e/e3/5_3_9_Request_for_Transfer_of_Professional_Graduate_Courses_Form_2024_09.pdf))

For courses that are routinely accepted from other institutions of higher education, (i.e. statistics) a list of these courses shall be maintained by Student Services with each course reviewed every five years. Student Services office shall review the transfer course list every year. This review shall include checking the institutions for accreditation status and the existence of the course.

Courses that have not been preapproved shall be considered as follows:

1. Applicant initiates the request for course transfer review by completing and submitting the Request for Transfer of Professional Graduate Course form. Applicant submits form to Student Services
2. A separate form shall be completed and submitted for each course if the applicant wishes to transfer more than one course.
3. All requested transfer courses should be submitted for review at least three months prior to matriculation.
4. Student Services distributes the form to the appropriate faculty member to determine the curriculum similarity to the CON course.
5. The reviewer shall document on the request form whether the course does or does not meet requirements, sign the document and return it to Student Services.
6. Student Services submits the form to PGNA for approval.
7. Student Services documents the voting results and notifies the specialty coordinator or program director. All documentation shall be maintained in Student Services and available for future review.
8. Specialty coordinator or program director updates the plan of study and notifies the applicant directly.

## Purpose

Allows for and establishes the criteria for the transfer of professional graduate courses from other institutions.

## Scope

This policy applies to professional graduate applicants and students.

## Policy

Courses may be transferred into the College of Nursing (CON) if they meet specific criteria. The student must have received an acceptable grade (Policy 5.3.11) and have taken the course within the degree program's allotted timeframe. The course must have been taken at a university accredited by approved bodies (Policies 5.3.3 and 5.3.4) and must meet at least 80% of the curriculum for the corresponding CON course(s). Students must provide the course syllabus and transcripts.