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Policy Champion: Enrollment Services
Policy Area: Admissions
Applicability: School of Nursing
Approval Signature:
Effective Date: 9/06/2016

TRANSFER OF COLLEGE CREDITS

PURPOSE: The purpose of this policy is to provide the St. Joseph School of Nursing (SON) with a systematic method to be used when evaluating applicants or students requesting credit for courses taken at the college level.

SCOPE: School of Nursing

POLICY: The Associate of Science in Nursing program requires 72 credits for graduation. A generic student may transfer up to 27 non-nursing credits to fulfill the graduation requirement. The LPN to ASN student may transfer up to 17 nursing credits from their practical nursing program and up to 27 non-nursing credits to fulfill the graduation requirement. The school has established guidelines to ensure that the currency, comparability, relevancy to the nursing program, calculation of credits, and grade earned for the transfer courses meet the criteria of the nursing program.

All previous education and experience will be evaluated and credits will be granted accordingly to decrease the number of courses and reduce cost.

1. An official transcript sealed in an envelope marked official must be submitted or sent directly to the school from the college(s) or post-secondary school(s) and will be reviewed by the Registrar to ensure that the courses are comparable in scope and content to St. Joseph School of Nursing Associate of Science in Nursing program's course work.
2. If the non-nursing, non-science course was taken within ten (10) years of the date of application, is equivalent, and the grade received is 78/C+ (2.5 GPA) or above, the course will be transferred and tuition will be adjusted.
3. If the non-nursing, non-science course was taken as part of a program for which the student received a degree and the student received a grade of 78/C+ (2.5 GPA) or above the course will be transferred regardless of the timeframe.
4. If the science course (including Anatomy & Physiology I & II and Microbiology) was taken within five (5) years of the date of application, is equivalent, and the

grade received is 80/B- (2.7 GPA) or above, the course will be transferred and tuition will be adjusted.

5. If the science course (including Anatomy & Physiology I & II and Microbiology) was taken as part of a program for which the student received a degree and the student received a grade of 80/B- (2.7 GPA) or above the course will be transferred regardless of the timeframe.
6. Credit will not be given for non-nursing courses over ten (10) years old OR for science courses over five (5) years old, taken after a degree has been awarded or that are not part of the degree program.
 - a. For LPN to ASN Transition program students: If the nursing or non-nursing course was taken as part of an accredited practical nursing program for which the student received a diploma and the grade achieved is 80/B- (2.7 GPA) or above, the course will be transferred.
 - b. For Military transcripts: The school will follow the recommendations of the National Council State Boards of Nursing regarding Military Health Care curricula. All previous education and experience will be evaluated and credits will be granted accordingly to decrease the number of courses and reduce cost.
 - c. For students with equivalent education: If the nursing or non-nursing course was taken as part of a nursing program in which the student completed sufficient hours to take the NCLEX-PN, the course(s) will be considered for transfer.
7. No transfer of the course will be made to any other school or program in the name of St. Joseph School of Nursing.
8. In order to have the credits approved the student must do the following prior to the semester:
 - a. Submit an official transcript from the institution where the course was taken.
 - b. If required, submit a course syllabus from the institution where the course was taken.
9. If the student is currently enrolled in an approved, transferable course at the time of enrollment at SJSON he/she must submit an official transcript to the Registrar once the course is completed. If the student achieves a satisfactory grade following the guidelines above the course will be transferred.
10. For LPN to ASN students taking preparatory courses: When overlapping semesters prevent an incoming student from completing a required course prior

to the beginning of their first semester at SJSON, an official transcript showing enrollment in the course must be submitted to the Registrar. The student will be temporarily enrolled in the program at SJSON and is expected to attend classes and submit a final transcript showing successful completion of the course. If the transcript has been received and the course is successfully completed the student may remain enrolled. If the course(s) is not successfully completed, the student is withdrawn from the program.

11. For students taking non-nursing courses prior to initial enrollment: When overlapping semesters prevent an incoming student from completing a course prior to the beginning of their first semester at SJSON, an official transcript showing enrollment in the course must be submitted to the Registrar. The student will be temporarily enrolled in the course at SJSON and is expected to attend classes until a final transcript showing successful completion of the course is submitted. If the course(s) is not successfully completed, the student will remain enrolled in the duplicate course at SJSON.
12. All non-nursing courses offered during the program of study at SJSON must be taken at SJSON during the semester in which they are given, unless previous credit has been awarded.
13. No monetary credit will be given for courses approved after the start of the semester in which the course is offered unless previously approved by the Dean or Associate Deans.

Please note: This policy is effective on 12/22/2016 and is not retroactive for previous semesters prior to Summer 2017. *Revised 12/2016*