Graduate Program Manual
Operating Policy and Procedure

SON OP 40.479: Transfer of Credit

PURPOSE:
The purpose of the Transfer of Credit policy is to detail how students may transfer eligible academic credits earned from other educational institutions. The basic premise of TTUHSC’s degree program in nursing includes an emphasis on acknowledging previous learning in order to provide for career mobility unhampered by unnecessary delays.

REVIEW:
All policies in the Graduate Program Manual shall be reviewed by the Graduate Program Associate Dean/Department Chairs by December 1 of even numbered years in collaboration with the Graduate Program Council. Final approval of the Graduate Program Manual is by the Dean.

POLICY/PROCEDURE

1.0 Policy

The decision to award transfer of academic credit is made by the Associate Dean/Department Chair in collaboration with the Program Director after a thorough review of the applicant's transcript for evidence of satisfactory course work completion and review of the course catalog descriptions and/or course syllabi as necessary to determine course equivalency. Generally, credits earned at a regionally accredited college or university are accepted for transfer provided course content is equivalent and a grade of B or higher has been earned in the course. The TTUHSC Transfer Credit Guidelines and Procedures are located on the TTUHSC website at: http://www.ttuhsc.edu/catalog/credit_transfer.aspx.

Courses previously taken as Pass-Fail will not be transferred for credit if the course is required for a School of Nursing degree.

The majority, or over 50%, of the required credits toward a TTUHSC School of Nursing graduate degree must be earned at TTUHSC.

2.0 Procedure

1. Applicants/students who would like to request course credit earned at another educational institution for transfer credit will a) submit official transcripts for courses to be considered for transfer credit; and b) submit course descriptions and course syllabi for each course.
2. The Associate Dean/Department Chair or Program Director will conduct a thorough review of the a) student/applicant’s transcript for evidence of satisfactory course work completion, and b) course catalog descriptions and/or course syllabi as necessary to determine course equivalency.
3. The decision to accept or deny transfer of academic credit rests with the Associate Dean/Department Chair in collaboration with the Program Director.
4. Credit that is accepted for transfer and applied to the student’s degree program is recorded on the TTUHSC transcript under the name of the institution from which the course work was taken.
5. Transfer credit does not alter the student’s TTUHSC grade point average.
6. The majority, or over 50%, of the required credits toward a TTUHSC School of Nursing graduate degree must be earned at TTUHSC.