

<p><i>WVU Medicine</i> Center for Nursing Education Policy and Procedure Manual</p>	Policy A.TR Developed 8/1/2024 Revised 01/16/2025 Reviewed
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TRANSFER OF CREDITS POLICY

SCOPE:

For all Center for Nursing Education (CNE) prospective and enrolled students wishing to transfer credits

PURPOSE:

The purpose of our transfer of credits policy is to facilitate a seamless and equitable process for students seeking to transfer previously earned academic credits from other institutions. This policy aims to recognize and appropriately assess the value of prior learning experiences, ensuring that students can maximize the transferability of their credits while maintaining the academic standards and integrity of our institution. By establishing clear guidelines and criteria for credit evaluation, we aim to support students in their educational journey, promote efficiency in degree completion, and uphold the overall quality of our academic programs. This policy seeks to strike a balance between recognizing the diverse learning paths of our students and maintaining the academic rigor and coherence of our programs.

POLICY:

- Transfer credits for courses already taken must be reconciled at the time of admission.
- Students can transfer the program’s required general studies credits as they progress through the nursing program as outlined in the catalog and progression plan.
- The general studies required for graduation may be taken at any college or university of choice upon completion and approval of the Course Transfer Request Form.
 - It is recommended that students who want to pursue a baccalaureate or higher degree in the future take the general studies courses from a regionally accredited institution.
- Nursing course credit will be awarded based on course content, outcome alignment, level appropriateness, accreditation status, and course equivalency. A grade of ‘C’ or higher is required for all required courses.
 - A maximum of three postsecondary nursing courses can be transferred into the program.
 - Nursing courses that were started more than 5 years prior to the admission date are not eligible for transfer credit.
- While transfer credits will be considered, students enrolled in a college or university at the time of application will be required to follow the same admission process as all other applicants. There are no special admission procedures for transfer students.

PROCEDURE:

- Students complete a Course Transfer Request located in our student information system. This form is located under the *Optional Admissions Forms*, accessed after a processed application.

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- General studies transfer credits will be reviewed and approved by the Admissions Officer and Nursing Program Director.
- Nursing course transfer credits will be reviewed and approved by the Nursing Program Director and AVP, Nursing Education.
- A list of general studies accepted at WV colleges and universities is available in the Office of Student Services and online: [Transfer Course Equivalencies](#). Taking a course that is not on the pre-approved list requires approval from the Nursing Program Director before taking the course.

RELATED DOCUMENTS:

ACEN Policy #25 “Transfer of Credit”

Course Transfer Request Form

Admission Policy and Procedure

Transfer Course Equivalencies