



**Advanced Nursing Practice Division  
Graduate Program Transfer Credit**

<b>Policy Number:</b> ANP 2024-002	<b>Version Number:</b> 1
<b>Approval Authority:</b> Advanced Nursing Practice Faculty of Rutgers School of Nursing	
<b>Policy Owner:</b> Associate Dean, Advanced Nursing Practice Division	
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### 1. Policy Statement

To provide graduate students the option to transfer graduate credits from accredited institutions. This policy applies to the Advanced Nursing Practice division programs. Question about program transfer Credit for the PhD program should be referred to PhD program faculty.

### 2. Reasons for Policy

To provide clarity for processes to transfer graduate credits towards a graduate degree at Rutgers School of Nursing.

### 3. Who Should Review This Policy

All Rutgers School of Nursing Master’s, Post-Master’s Certificate, and DNP students, faculty, and administration.

### 4. Resources and Related Documents:

[School of Nursing Request for Transfer Credit Form](#)

### 5. Definitions:

**Transfer credit:** Graduate credits earned at another accredited institution may be accepted in transfer, in accordance with the curricular requirements of the degree program. Transfer credits are added to the student’s transcript, and the student will graduate with the minimum number of credits required for program completion.

### 6. The Policy

The School will consider applications for transfer credit for matriculated students based on the following criteria:

- a. Course documents support comparable graduate coursework at an accredited college or university.
- b. The student earned a B or better in the course(s) being transferred.
- c. The course(s) was/were not taken more than 7 years before the transfer request. Please note, advanced pathophysiology, advanced pharmacology, and advanced health assessment must

- have been completed less than 5 years before admission.
- d. The maximum number of credits that can be transferred is 12 credits.
  - e. Credits transferred for a course will not exceed the number of credits for the course offered at Rutgers School of Nursing.
  - f. Credits transferred for the course will not exceed the number of credits granted by the outside school.
  - g. Clinical theory and practicum courses are not transferrable.

The Request for Transfer Credit form, official transcript(s) with final grade posted, and supporting documents (syllabus including course description/objectives and content outline) must be submitted to the student's Specialty/Program Director for review before admission. Once a student has matriculated into the program, courses cannot be taken at an outside school/university and transferred in.