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Policy Title: Transfer of Credits

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A student may submit graduate course credits earned at other universities for application toward) Cizik School of Nursing at UTHealth MSN degree. Regulations for transfer of credit area as follows:

1. The course must clearly relate to the student's approved program of study.
2. **Nine (9)-semester hours** may be transferred from accredited institutions outside The University of Texas System.
3. An unlimited number of hours may be transferred from institutions within The University of Texas System; however, students must complete a minimum of 26 hours in residence at Cizik School of Nursing at UTHealth. These credit hours must include all track didactic and clinical courses.
4. Students who wish to obtain equivalency credit for a required course in the master's program must complete a Petition for Equivalency Credit (PEC) form. This form can be found on the School of Nursing website under the Student Affairs Office. After the student is enrolled in the program, eligibility will be assessed.
5. The student submits the form to the Student Affairs Office, who in turn submits it to the lead faculty member for that course. A copy of the transferring course syllabus may be requested. After evaluation, the lead faculty will submit the completed petition form to the Student Affairs Office. The Student Affairs Office will communicate the decision to the track coordinator. If the lead faculty member approves the petition and all other eligibility requirements are met, the student is granted equivalency credit for the course.
6. The course must have been taken within the five (5) year time limit to complete the master's program degree requirements.
7. The course must be listed on an official transcript from an accredited university. The transcript must show an 'A', 'B', or a 'P' in the course.
8. All courses to be transferred must be graduate level courses.