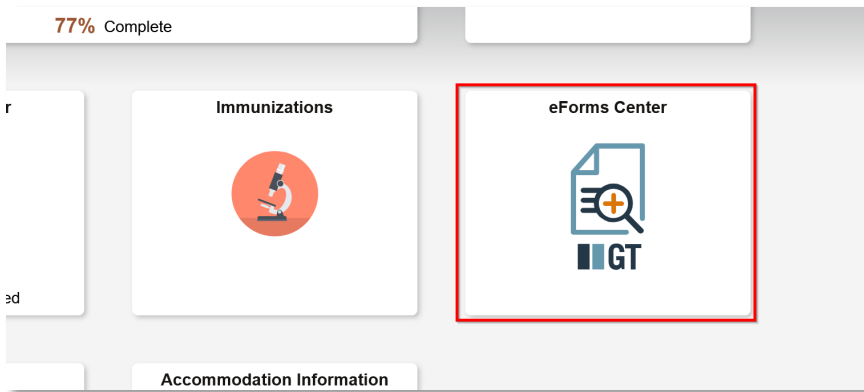
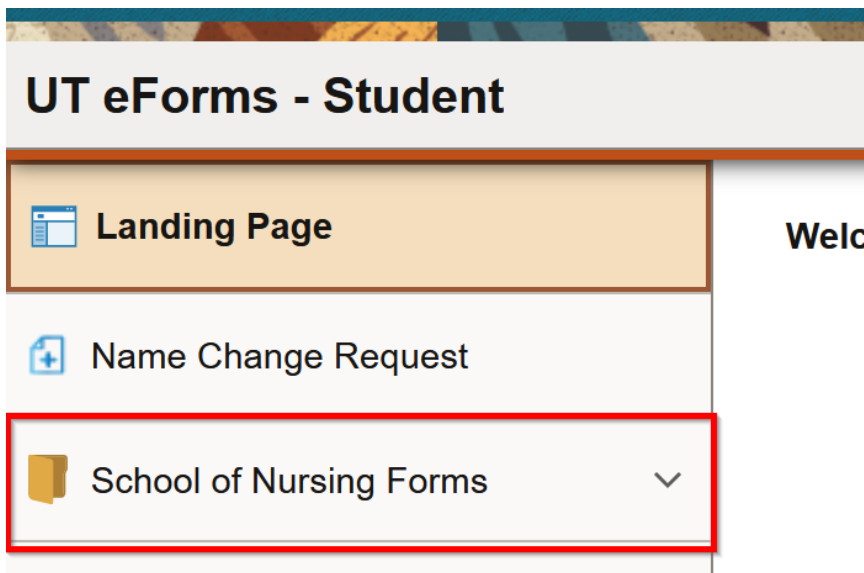
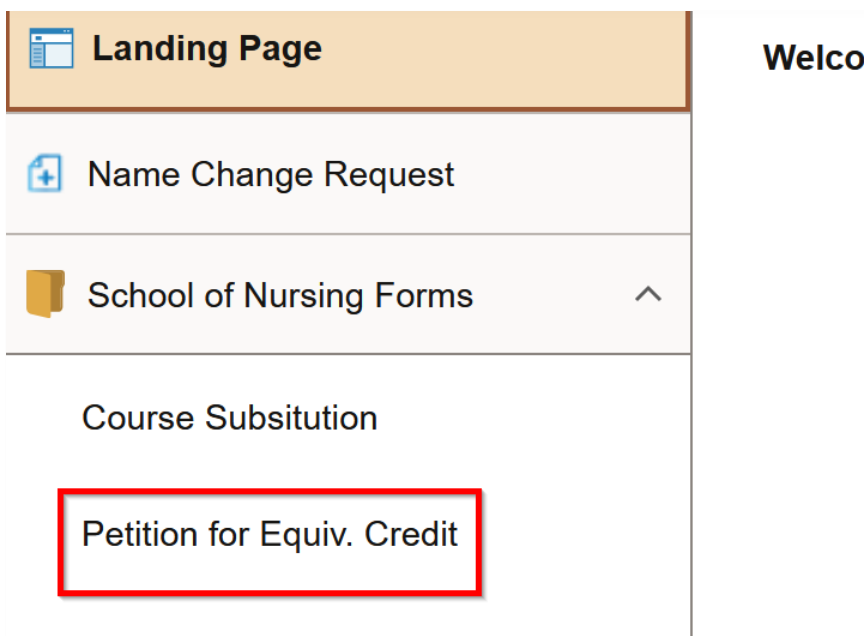




Log in to MyUTH and access the **eForms Center** at the bottom of the homepage.



Then, click on the **School of Nursing Forms** menu.



You'll see the list of the forms that you can initiate. Click on **Petition for Equiv. Credit**

Student Information

Student ID# 90394023 Student Name Jane Smith
 *Academic Plan PM Nursing Education Program Advisor Jennifer Doe
 Academic Program Nursing Academic Plan Code NDPMED
 I Request Equivalency Credit for CSON Course: PM Nursing Education

On the top of the page that loads, you'll see your **Student ID, Name, Advisor Name, and Program**. In the dropdown box, click the arrow to select your academic program.

If you are active in multiple programs, choose the one for which the course substitution is intended. If you are only active in one program, only one will appear on the list.

I Request Equivalency Credit for CSON Course:

Select the CSON course that you wish to receive credit for.

*Catalog Number Title of Course
 Course ID# *Credit Hours
 Primary Instructor

In the next section, you'll see where you can choose the course from your current or future degree plan that you want credit for. Click on the search icon in the **Catalog Nbr** box to pull up the search menu.

Note: This search lets you find all courses at the School of Nursing. Check your degree plan or with your advisor to choose the correct course. In the results, click on the correct course. The pop-up will disappear, and you'll return to the previous view.

Lookup

Search for: Catalog Number

Search Criteria

Value (begins with) 6908B

Description (begins with)

Search Clear

Search Results

Value	Description
6908B	Family NP I Clin for DNP

I Request Equivalency Credit for CSON Course:

Select the CSON course that you wish to receive credit for.

*Catalog Number 6908B Title of Course Family NP I Clin for DNP
 Course ID# 008059 *Credit Hours 3
 Primary Instructor Bobbie McSmith

Now, back on the main form screen, you can enter the credit hours that you'll need to substitute for. Refer to your degree plan or your advisor for the correct amount.

Transferring School Information

Enter the name of the institution that the course was completed at.

Transferring School

Next, you can enter in the transferring school name in the text box.

Transferred Course Information

Enter the transfer course(s) completed at a non-CSN institution that you wish to use to complete a requirement for your degree plan. Make sure that the information matches exactly what is on your transcript.

Subject T1	Course Number T1	Title of Course T1	Credit Hours T1	Letter Grade T1	Semester T1	Year T1
1			0.00			0

1 row

In the next section of the form, you'll enter the **Subject, Course Number, Title of Course, Credit Hours, Letter Grade, and Semester** of the course from the transferring school.

If you have additional courses to use to meet the credit requirements, you can click on the **+** button to add the course by repeating the previous step. Otherwise, continue to the next section.

File Attachments

You must submit a course syllabus for each class you are requesting equivalency credit for.

Attachment Required	Upload	Description T1	Instructions T1	File Name T1	Delete
1		Syllabus	Upload a copy of the course syllabus for each external course.		

Add

In the last section of the form, you'll upload a copy of the syllabus for the course you're using for credit and any other documents if necessary.

Click on the **Upload** button to open the file selection pop-up.

File Attachment

Choose From

 My Device

Click on the **My Device** icon to pull up a file selection window, navigate to where you have the file saved, choose the file.

File Attachment

Choose From

 My Device

 Upload  Clear

 document.pdf
File Size: 1252KB

After you have selected the file, click on **Upload**

File Attachment
Done

Choose From


My Device



document.pdf
 File Size: 1252KB

Upload Complete

The file will upload, and if it is successful, at the bottom of the status bar, it will show green and say **Upload Complete**. Now, click on the **Done** button at the top to close the pop-up.

Attachment Uploaded		View	Des
1		View	Syl

Add

> **Comments**

Submit

Back on the form page, at the bottom, you can click on the **Submit** button, and the form will be forwarded to the primary instructor of the course, then to the director of the track you are on, and then finally to the Student Affairs Office.