



## Application for Course Transfer or Waiver Approval (MSN Students Only)

### Procedure:

- **The student completes the top of this form and gives the form with related syllabus/syllabi to [MSNasst@case.edu](mailto:MSNasst@case.edu).**
- An incomplete form will be returned to the student. **Please make sure handwritten forms are legible.**
  - The student attaches a copy of the “outside FPB” syllabus. The syllabus must include course description, objectives, faculty and credentials, textbook or list of readings, evaluation methods, and course schedule of topics.
    - Only courses with a B or better are eligible for consideration.
    - Course(s) must be no more than 5 years old.
    - **Reminder: these “outside syllabi” need to be placed in the FPB MSN portfolio.**
  - (Check only if applicable.) There are 2 SYLLABI to be reviewed for a single FPB course equivalency; both are attached.
- Check **one** of the following:
  - **Transfer:** The student requests that the following course be substituted for a FPB course. Transfer credits are documented on the CWRU transcript but the grade is not part of the CWRU GPA.
  - **Waiver:** The student requests that the following course be acknowledged as equivalent to a FPB course. Waiver credits DO NOT become documented on the CWRU transcript.
- (Check only if applicable.) I am also seeking **pre-approval** of a course. I understand that I must earn an A or B and submit a transcript to the FPB registrar at course completion in order to finalize this application. **Entry of decision into SIS requires transcript submission.**

NAME \_\_\_\_\_ Student ID # (7 digit SIS number) \_\_\_\_\_ EMAIL \_\_\_\_\_

Student Signature \_\_\_\_\_

### I am requesting credit for the following course:

Outside Course # \_\_\_\_\_ Course Name /Institution \_\_\_\_\_ Semester and Year Taken \_\_\_\_\_ Credit hrs. \_\_\_\_\_

If applicable, 2<sup>nd</sup> Course # \_\_\_\_\_ Course Name /Institution \_\_\_\_\_ Semester and Year Taken \_\_\_\_\_ Credit hrs. \_\_\_\_\_

FPB equivalent Course # (e.g. NURS 502) \_\_\_\_\_ Course Title \_\_\_\_\_ FPB Credit hrs. \_\_\_\_\_

BELOW THIS LINE FOR FACULTY AND ADMINISTRATION USE. STUDENTS: SAVE THE COMPLETED TOP OF THIS FORM IN YOUR PERSONAL FILES.

Approved as a Transfer       Approved as a Waiver       Not Approved

**Faculty Reviewer:** If not approved, briefly indicate the reason(s) the course is not equivalent (more than one check is fine!)

- Missing essential FPB course content, comment \_\_\_\_\_
- Not at graduate level equivalency, comment \_\_\_\_\_
- Not equivalent in credits, comment \_\_\_\_\_
- Other, (specify) \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
*Faculty Reviewer's Signature*

○ Program Director concurs with requested waiver/transfer. **If not: Waiver/Transfer revised to:** \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
*Program Director's Signature*

○ Entered in MSN database; Student notified by email and form sent to Registrar. (initials/date) \_\_\_\_\_

○ Registrar: Transcript Received (initials/date) \_\_\_\_\_

○ Transfer posted to SIS (initials/date) \_\_\_\_\_