



DNP Request for Approval of Transfer of Credit

DNP students may request a maximum of 6 credits from previous course work toward their CWRU DNP degree. There are 2 ways to obtain these credits: transfer of credit or course waiver. *See separate form to apply for course waiver.* Refer to the Request for Transfer of Credit/Course Waiver Policy <https://case.edu/nursing/programs/dnp/transfer-credit-policy>

Instructions:

- Complete the following form and return it to your Program office.
- Use one form for each FPB course for which you are requesting transfer credit.
- Attach a copy of the syllabus for each course submitted for credit transfer.
- More than one prior course may be submitted for one FPB course.
- Requests for course transfer must be submitted at least 2 weeks before the first day of class.
- If a student wishes to enroll in a course at another institution for the purpose of credit transfer to FPB, the course must be approved in advance. After the course is completed, a transcript must be sent to FPB.
- A grade of B or higher is required for courses approved for credit transfer.
- The course must be taken within the past 5 years.

NAME

Student ID #

EMAIL

I am requesting transfer credit for the following course:

Course#	Course Name /Institution /Semester and Year Taken	Credit Hours
_____ FPB equivalent course# and title		

Approved

Not Approved

Faculty Reviewer: If not approved, briefly state why the prior course is not equivalent

Student's Signature

Date

Faculty's Signature

Date

Program Director's Signature

Date

Posted on _____ By _____