FRANCES PAYNE BOLTON
SCHOOL OF NURSING

CASE WESTERN RESERVE
U N I V E R S I T Y

Application for Course Transfer Approval (MN Students Only)

Policy:
-
- Students in the MN program may request credit transfer for a course/es for which they received the same or more academic credits.
- A grade of B (80%) or higher is required for each course approved for credit transfer. The grade is verified by the Registrar on an official transcript in the student's file.
- Courses submitted for credit transfer must have been taken within the past 5 years.
- It is the student's responsibility to indicate which aspects of a prior course align with the MN course.
- Requests for waiver of a course will not be considered.
- Full credit for prior non-nursing courses will not be approved for MN clinical courses.
- If the request is for a MSN level course, the prior course/s must have been graduate level.

Procedure:
- Complete the following form and return it to the Graduate Entry Program Director.
- The request must be submitted no later than one week before the start of the course.
- Use one form for each FPB course for which transfer credit is requested.
- 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.
- A credit transfer form for course to be taken at another institution for the purpose of credit transfer to FPB should be approved in advance. A transcript is sent to FPB after the course is completed. A grade of B or higher is required.

_____ _____ _____
NAME   Student ID #   EMAIL

I am requesting transfer credit for the following course(s):

_____ _____ _____
  Course#   Course Name /Institution /Semester and Year Taken   Credit hrs

        _____
              FPB equivalent course# and title

_____ _____ _____
  Course#   Course Name /Institution /Semester and Year Taken   Credit hrs

        _____
              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