SCOPE:
Qualified applicants or enrolled nursing students seeking transfer credit for coursework completed at another institution of higher education.

PURPOSE:
To set forth a policy to award transfer credit for courses that are similar in length, content and hours with courses provided by the nursing program.

POLICY:
It is the policy of the nursing program to evaluate and award credit for college level courses completed through a regionally accredited institution of higher education and other accredited schools as recognized by the Council for Higher Education Accreditation, National League for Nursing program, College Board Advanced Placement (AP), and College Level Examination Program, for transfer credit purposes. Decisions on advanced standing and placement will be based on classroom and clinical capacities. Qualified applicants or enrolled nursing students seeking transfer credit are required to submit an official transcript along with support material as requested by admissions and follow the procedure as outlined below.

DEFINITIONS:
A transfer student is an individual who has attended (or currently attending) another post-secondary institution at the time of admission and who is seeking transfer credit for courses provided by the nursing program.

PROCEDURE:
A. Admission Process (prior to matriculation into the program)

Official transcripts must be received from all educational programs previously attended. Course outlines and descriptions may also be required. Decisions regarding acceptable college coursework or challenge examinations will be at the discretion of the committee.

Transfer students must meet all minimum requirements and submit all official transcripts prior to August enrollment. When transferring in courses, please be aware that entry into 2nd or 3rd year nursing courses cannot be guaranteed. Applicants are encouraged to seek guidance from Admissions before registering and completing courses at another institution.
Applicants offered advanced standing must be enrolled in the school curriculum the entire last year (Year Three) of the program (i.e. complete all 200 level NRS courses) and have satisfied all curriculum requirements to be eligible for graduation.

**General Education Courses**
Applicants who have completed one or more general college level course with a grade of “C” or better at a regionally accredited institution of higher education, will be offered transfer credit if the courses are similar in length and content with courses provided by the nursing program. Transfer credit will be documented on the student’s permanent record.

**Transfer credit decisions are made in accordance with this policy and will supersede all college vendor decisions that warrant credit.**

- Biology courses which include, Anatomy and Physiology I and II, Microbiology, Nutrition, and Pathophysiology courses taken more than five years (5 years) before the student enrolls in the nursing program will not be transferable.
  - Please note: Online Biology/lab courses may not be transferable. Online courses may not meet the comparative rigors of our Biology/lab courses. Transfer students should consult with Admissions before registering for online courses.

- Communications, Music, Philosophy, Psychology, and Theology have no expiration.

**Nursing Courses**
Applicants, who have earned a minimum “C+” in nursing courses/clinical from an accredited School of Nursing within the last two years, may request to have their course outlines and clinical evaluations reviewed to determine advanced placement in the nursing program. Advanced placement for any nursing course is not a guarantee for those students with previous nursing course background.

**Credit by Examination**
Individuals who have successfully completed and passed the College Level Examination Program (CLEP) and the College Board Advanced Placement (AP) Examinations may receive credit for specific courses. Biology courses with lab components will not receive CLEP credit. Awarding of credit through CLEP or AP is determined by the following:

- Equivalency course(s) to course(s) in curriculum.
- Validation of credit on a college/ university transcript.
- Completion of credit by examination and forwarding an official transcript or score report with a required minimum score of the following:
  - AP: 3
  - CLEP: 50/C

**B. Currently Enrolled Students**
After enrollment in the nursing program it is expected that students complete all remaining courses at Reading Hospital School of Health Sciences. Students are not permitted to CLEP or transfer additional course credits after they matriculate into the program.
Should there be extenuating circumstances (such as an extensive illness or other unforeseen special need which requires the student to seek an alternative method of meeting graduation requirements, a student may request an exception to either take a course outside the School or to receive credit by examination (CLEP). Permission for a student to either CLEP or transfer credits after enrollment in the program will be granted only for students who have an illness or other extenuating circumstance which precludes their ability to attend the class when it is offered in the program. Approval for Credit by Examination will be granted only to students who can document prior post-secondary coursework or experience in the subject. Enrolled students may not repeat a course by using Credit by Examination if they originally took the course in the nursing program and received a failing grade.

Students with these extenuating circumstances will follow the guidelines below:

- The student must meet with the Curriculum Coordinator to discuss their extenuating circumstances and explain the request.
- Student must complete a “Transfer/CLEP Credit Approval” form obtained from the Admissions Office and submit the completed form to the Admissions Office prior to registering for the course.
- The student must submit a course description if requested.
- The student must receive clearance from both the Curriculum Coordinator and Program Director.
- Consultation with a financial aid officer is highly recommended prior to making a decision to CLEP or transfer a course.
- Transfer courses or credit by examination must be completed prior to the start of the semester in which the course is offered.
- The student must submit an official transcript at the conclusion of the course/examination. In order to receive credit, the official transcript must be received by the school registrar 6 weeks prior to the beginning of the semester in which the course is offered.

EDUCATION AND TRAINING: NA

REFERENCE:
Matriculated Student Transfer CLEP Credit Approval form

COMMITTEE AND COUNCIL APPROVALS:
Nursing Program Admissions Recruitment Committee (February 2016)

CANCELLATION:
Reading Health System policies directly related to this topic shall supersede this Reading Hospital School of Health Sciences (RSHS) policy. This policy supersedes all previous policies, memoranda, and/or other communications pertaining to this policy.
READING HOSPITAL SCHOOL OF HEALTH SCIENCES  
NURSING PROGRAM  
MATRICULATED STUDENT  
TRANSFER/CLEP CREDIT APPROVAL FORM

Student Name (printed) __________________________________________________________

RHSHS Nursing Program Course you are requesting to transfer/CLEP ______________

A. College Course Transfer Request

Name of institution you plan to attend____________________________________________

College Course in which you plan to enroll for transfer credit purposes:

   Department/Code ___________ Course Name _________________________________
   Cr Hours _________ Start Date _________________ End Date _______________

B. CLEP Request

CLEP Course Title ________________________________ Cr Hours _________

All signatures are required unless indicated otherwise:

Student Signature ______________________________________ Date _____________

Program Director Signature ______________________________ Date _____________

Curriculum Coordinator Signature ___________________________ Date _____________

Financial Aid Signature (recommended)_________________________ Date _____________