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Owner Faculty Organization  
Policy Area College of Nursing CNG  
Applicability MVHS

## Transfer Credit Policy, CNG-100.38

### PURPOSE

To define the College of Nursing process for acceptance of Transfer Credits and Articulation Agreements.

### SCOPE

Administration, Faculty, Staff, Students

### REFERENCES

Accreditation Commission for Education in Nursing (ACEN)

Carnegie Classification of Institutions of Higher Education

Middle States Commission on Higher Education

New York State Education Department

### DEFINITIONS / ABBREVIATIONS

AD: Associate Degree

AP: Advanced Placement

Articulation Agreement: An agreement between or among institutions of higher education that specifies the acceptability of courses in transfer toward meeting specific degree or program requirements.

BS: Bachelors of Science Degree

Carnegie Classification of Institutions of Higher Education: Is the nation's leading framework for categorizing diverse U.S. higher education institutions.

CLEP: College Level Examination Program

GPA: Grade Point Average

SECON: St. Elizabeth College of Nursing

SUNY Poly: SUNY Polytechnic Institute, Utica, New York

Transfer Credit: Academic credit awarded for course work completed at another educational institution.

## PROCEDURE / DIRECTIVE

1. SECON has an articulation agreement with SUNY Poly to provide Arts & Sciences coursework (general education and science courses). Matriculated students are required to take courses at SUNY Poly.
2. Courses eligible for transfer credit must be equivalent in content, credit hours, clock hours, expected learning outcomes and course objectives to those in the SECON curriculum and standards.
  - A. General Education courses: English, Psychology, Developmental Psychology, and Sociology must be at least 3 credits to be considered for transfer.
  - B. Science courses: Anatomy and Physiology I & II (with lab) and Microbiology (with lab) must be at least 4 credits to be considered for transfer.
3. The Dean of Student and Faculty Development will initially review all requested transfer courses and present to the Admissions Committee for final approval if the criteria have been met.
  - A. St. Elizabeth College of Nursing will accept all general education and/or science courses that SUNY Poly has determined meets their criteria for transfer credit.
  - B. The transfer course must be reviewed to ensure congruency with SUNY Poly's general education and/or science courses with course objectives, clock hours, semester length and Carnegie Classification.
  - C. If the transfer course(s) contains a laboratory requirement, the required elements shall be reviewed for congruency of content and assignment requirements.
  - D. Transferring courses with three (3) credits in English, Sociology, Psychology and Developmental Psychology will be reviewed to ensure all requirements are met for the criteria of a four (4) credit course from SUNY Poly.
  - E. If there are questions regarding the suitability of a course for transfer, the Dean of Student and Faculty Development will review course descriptions to determine congruency of the courses. The Transfer Credit Verification Checklist is utilized to document this review. (See Attachment)
  - F. A list of all courses acceptable for transfer along with the Transfer Credit Verification Checklist is maintained by the Admissions Department.
  - G. Prior College level courses eligible for transfer credit must be completed with a grade of "C" or better, based upon an official transcript from the transferring institution.

- H. College level courses taken in high school may be considered for transfer credit providing that the student receives a grade of "C" or higher in the course.
  - I. Transfer credit may be awarded for general education courses by successful completion of a CLEP exam in the required area of study.
  - J. Advanced Placement courses taken in high school are eligible for transfer credit if the student scores a three (3) or higher on the AP examination.
  - K. General Education courses taken have no time limit to be eligible for transfer credit.
  - L. Required laboratory science courses have a 5 year time limit for transfer credit.
4. Students are advised when courses are not eligible for transfer during the admissions process.
5. To earn an Associates Degree from St. Elizabeth College of Nursing, students must complete:

***41 credits of Nursing courses***

***24 credits of Arts and Science courses***

***Minimum of 65 total credits: 31 credits must be taken at St. Elizabeth College of Nursing***

6. Transfer courses are not calculated into the student's GPA and will be marked with a grade of "T".
7. The transferring institution must have regional accreditation.
8. The College of Nursing has established BS Articulation agreements with the following schools:
- State University of New York Polytechnic Institute, Utica, New York
  - Excelsior College, Albany, New York
  - Grand Canyon University, Phoenix, Arizona
  - Le Moyne College, Syracuse, New York
9. The College of Nursing has established an AD Transition Articulation Agreement with Herkimer College, Herkimer, New York
10. At the end of each academic year, the Admissions Committee conducts an audit of randomly selected student records to evaluate compliance with the Transfer Credit policy. The results and any appropriate actions are included in the meeting minutes.

## **CONTENT EXPERT(S) / RESEARCHER(S) / CONTRIBUTOR(S):**

### **This Document Replaces:**

NSG-CNG-100.38

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## **Attachments**

## Approval Signatures

Step Description	Approver	Date
Owner	Faculty Organization	7/2/2025

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## Applicability

MVHS

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