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Owner:	<i>Faculty Organization</i>
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References:	
Applicability:	<i>MVHS</i>

Transfer Credit Policy, CNG-100.38

PURPOSE

To define the College of Nursing process for acceptance of Transfer Credits

SCOPE

Administration, Faculty, Staff, Students

REFERENCES

Middle States Commission on Higher Education

The Accreditation Commission for Education in Nursing (ACEN)

New York State Education Department Regulations

DEFINITIONS / ABBREVIATIONS

AD: Associate Degree

AP: Advanced Placement

Articulation Agreement: A formal agreement between St. Elizabeth College of Nursing and a baccalaureate degree granting institution. These agreements are established for specific academic programs and assure transfer with junior standing upon completion of appropriate coursework and achievement of a minimum G.P.A. (St. Elizabeth College of Nursing, College Catalog).

B.S.: Bachelors of Science Degree

Carnegie Classification of Institutions of Higher Education: Framework for classifying colleges and universities in the United States.

CLEP: College Level Examination Program

G.P.A: 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 general education and science courses. Matriculated students are required to take courses at SUNY Poly.
2. Courses eligible for transfer credit, including Nursing courses must be equivalent in content, credit hours, clock hours, expected learning outcomes and course objectives to those in the SECON curriculum and standards.
 - A. English, Psychology, Developmental Psychology, and Sociology must minimally be 3 credits to be considered for transfer.
 - B. Anatomy and Physiology I & II(with lab) and Microbiology(with lab) must minimally be 4 credits to be considered for transfer.
3. The Admissions Committee will review all requested transfer courses to determine if the criteria has 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. The only Nursing course eligible for transfer credit are Nursing 116 (8 credits) and Nursing 141 (2 credits) after course description review.
 - 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 Deans 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.
 - F. A list of all courses acceptable for transfer along with the Transfer 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 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.
4. General Education courses taken have no time limit to be eligible for credit.
 - A. Required laboratory science courses have a 5 year time limit for transfer credit.
 - B. Credit for science courses greater than 5 years old may be validated through approved College challenge

examinations. Successful completion of a challenge examination must also be within the 5-year time limit with a grade of “C” or better.

5. Students are advised when courses are not eligible for transfer during the admissions process.

6. 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.

7. Grades from transfer courses are not calculated into the student’s GPA.

8. The transferring institution must have regional accreditation.

9. 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

10. The College of Nursing has established A.D. Transition Articulation Agreements with Herkimer College, Herkimer, New York

11. 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

Attachments:

[Transfer Credit Verification Checklist.2-13-2019.docx](#)

Approval Signatures

Step Description	Approver	Date
Owner	Faculty Organization	2/13/2019

Applicability

MVHS