

**Revised Date**

May 2022

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I. Statement of Policy:

The program will have defined process for the review and approval of courses that have been taken at other academic institutions.

Students who have been enrolled in other professional nursing programs may be eligible for transfer in to the Geisinger Lewistown Hospital School of Nursing.

Students who have been enrolled in other academic institutions may seek approval for general education courses already completed.

II. Scope:

School of Nursing Enrolled Students, Accepted Students and Applicants

III. Procedure:

A. For students requesting general education course transfer credit:

- 1.) The GLHSON will maintain a list of general education courses that have previously been reviewed and approved. This list is available through the School of Nursing website.
- 2.) The student must submit official transcripts from previous academic institutions upon application to GLHSON. General Education courses from official transcripts will be reviewed by the Admissions Committee for transfer into GLHSON. If courses have not been previously approved the applicant must submit a course transfer request that includes, course name, course number, course credits and course description. Only courses with a C or greater will be considered for transfer.
- 3.) The Curriculum Committee will review the course descriptions and will take one of the following actions:
  - a. If the course is included on the previously reviewed and approved course list, the Curriculum Committee will approve the course for credit.
  - b. If the course is not on the previously reviewed and approved course list, the Curriculum Committee will review the course.
  - c. The committee will determine whether the course will be accepted, and this decision will be communicated to the student.
  - d. When an official transcript is received, the course will be added to the student's GLHSON transcript. Until the official transcripts are received, the course will show no credits beside it on the grade report.
  - e. If the student decides to take a CLEP test for a course, credit must be granted through a college or university, and the student must submit official transcripts as proof of credit. A course transfer request must also be completed. CLEP testing credit for English courses will not be accepted.
  - f. For every semester that the student is still taking general education courses, he/she will be required to submit grade reports from the respective college or institution where the course is being taken. Students will be required to submit official transcripts at the end of every summer semester. Students may be refused registration to nursing courses if official transcripts are not submitted.
  - g. Students will not graduate and will not be approved to take the NCLEX exam until official transcripts are received for all classes.

- B. For students who have been enrolled in other professional nursing programs:
- 1.) Every applicant must meet the basic admission requirements (refer to Admission Requirements policy)
  - 2.) Only students who have successfully completed nursing courses at an accredited institution of higher education will be considered transfer students.
  - 3.) Transfer students must complete a minimum of three semesters of core nursing courses at the Geisinger Lewistown Hospital School of Nursing.
  - 4.) Granting of transfer credit is evaluated on a course-by-course basis.
  - 5.) The student will follow the procedure for requesting course transfer credit.
  - 6.) Transfer applicants will be considered if space is available in the class.
  - 7.) Nursing Course transfer will be granted based on the following:
    - a. The course content must be comparable to that offered in Geisinger Lewistown Hospital School of Nursing curriculum.
    - b. Course descriptions will be required for nursing courses completed at other institutions. Faculty will make the decision based on a review of the course description submitted.
    - c. In order for courses to be considered the course grade earned in Theory/Clinical must be at least C/P or higher.
    - d. Successful completion of challenge exams may be required.
    - e. A fee will be charged for each nursing challenge examination. The fee must be paid on or before the day of testing, and the student will be informed of the fee prior to the testing date.
    - f. Students who have successfully challenged the theoretical knowledge portion of the course are required to be evaluated for clinical proficiency.
    - g. Faculty may require students to audit nursing course and/or attend clinical preparatory sessions as a condition of their enrollment.
    - h. The student may be placed on academic probation as a condition of enrollment in the GLHSON program.
  - 8.) After beginning the nursing program, all required courses must be taken through Geisinger Lewistown Hospital School of Nursing, unless special approval is granted.
- C. Students who are currently Licensed as a Practical Nurse in the state of Pennsylvania will receive credit for N111-Fundamentals of Nursing, Nursing 213 Critical Thinking and N122-Professional Nursing Communication. They will not be required to complete a course transfer form to receive credit.