

**Manhattan Area Technical College
Institutional Policy and Procedure Manual
Division of Nursing Policy and Procedure**

Policy No. 5.1.6

Title: Nursing Transfer of Credit	
Originated by: Division of Nursing & Allied Health	Originated Date: 3/7/1999
All Faculty Approval Date: 10/08/21	
President/Board of Directors Approval Date: 10/26/2021	
Revised by: Director of Nursing Education & Chief Academic Officer (CAO)	Revised Date: 9/2021; 6/2026
Reviewed on: 8/2008; 2/2010; 5/2013; 4/2016; 9/2021; 6/2026	

Policy Statement:

Applicants with prior credits from other accredited nursing programs may be eligible to receive transfer credit into the Nursing Programs. Transfer credit will be granted in accordance with the conditions outlined in the Undergraduate Course Credit Transfer Policy 5.1.2. Advanced standing students must complete the remaining required courses and all graduation requirements of the Nursing Program. Nursing course credit earned more than two years prior to admission will not be accepted and the student will be required to repeat the nursing course(s).

Rationale:

Applicants who have successfully completed nursing coursework within the previous two years may be eligible to receive credit toward program requirements. Students transferring from a Kansas State Board of Nursing (KSBN)-approved practical nursing (PN) program may be eligible for advanced standing placement and full credit for completed equivalent coursework.

Procedure:

Applicants requesting transfer of nursing course credit must follow the requirements outlined in Undergraduate Course Credit Transfer Policy 5.1.2. In addition, the following process must be completed:

1. The applicant must provide written course descriptions and/or syllabi for all courses being considered for transfer credit.
2. The applicant must provide a letter of recommendation from the Director and/or Dean of the previously attended nursing program.
3. The Chief Academic Officer (CAO) and Director of Nursing Education will review course descriptions and syllabi to determine course equivalency based on student learning outcomes and required content areas.
4. Approved transfer courses will receive a grade of "TR" (Transfer) in accordance with Undergraduate Course Credit Transfer Policy 5.1.2.