

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

**Policy No. 5.1.6**

<b>Title:</b> Nursing Transfer of Credit	
<b>Originated by:</b> Division of Nursing & Allied Health	<b>Originated Date:</b> 3/7/1999
<b>All Faculty Approval Date:</b> 10/08/21	
<b>President/Board of Directors Approval Date:</b> 10/26/2021	
<b>Revised by:</b> Dean of Nursing & Health Programs/CAO	<b>Revised Date:</b> 9/2021
<b>Reviewed on:</b> 8/2008; 2/2010; 5/2013; 4/2016; 9/2021	

**Policy Statement:**

Applicants who have credits from other advanced/accredited programs may receive transfer of credit into the Nursing Programs. This transfer requires the applicant to meet the conditions outlined in Undergraduate Course Credit Transfer Policy 5.1.2. The advanced standing student will complete the remaining courses in the program and all other requirements for graduation. Any credit over two years will be not be accepted and will require repeat of all content.

**Rationale:**

Applicants who have received nursing credits in the last two years may be able to receive partial credit towards the program. If students have received credits from a KSBN approved PN program utilizing the core curriculum, then full credit may be granted.

**Procedure:**

The applicant who requests transfer of credit must follow Policy 5.1.2. In addition, the following process also occurs:

1. Applicant will supply written course descriptions or syllabi for courses requesting transfer.
2. Applicant will provide a letter of recommendation from the Director of the previously attended nursing program.
3. The Chief Academic Officer and the Dean of Nursing and Health Programs will evaluate course descriptions and syllabi to determine if the course matches the student learning outcomes/content area.
4. Approved courses will receive the grade of "TR" (transfer) as outlined in Policy 5.1.2