



University of Victoria School of Nursing Graduate Programs

Assessment of University Coursework Transfer Credit

Graduate students in the School of Nursing may receive transfer credit from institutions other than the University of Victoria with the recommendation of the Program Coordinator (NP, NUED, APL, NUHI, PhD), Associate Director, Graduate Education, and approval from the Faculty of Graduate Studies (FGS). To recommend Transfer credit will be assessed for relevant elective courses and in exceptional circumstances for foundational courses. The total number of transfer credits awarded will be determined by the Program Coordinator in consultation with the Associate Director, Graduate Education and upon approval of the transfer credit request from the FGS.

Only students **registered** in the School of Nursing may have transfer credit assessed. Students must have completed the course(s) before transfer credit will be considered. An application for transfer credit will not be considered until we receive **all** required materials.

Faculty of Graduate Studies may accept courses for which credit has been granted at other accredited and recognized post-secondary institutions or at the University of Victoria. However, *at least half of the program units must be completed as a degree candidate in the Faculty of Graduate Studies at the University of Victoria.*

Please Note: There is no reduction in the minimum program fee or number of fee installments required for students granted transfer credit.

In order to qualify for transfer, courses must meet all of the following conditions:

1. Must be a graduate or senior undergraduate level course;
2. Must be completed with a grade of 5.0 (B) or equivalent, as indicated on the official transcript from the issuing institution. Courses graded Pass/Fail or equivalent is not acceptable;
3. Must not be used to meet the minimum admission standards of the Faculty of Graduate Studies;
4. Must not have been used to obtain any degrees; and
5. Must have been completed within the previous 10 years.

The titles and grades of courses allowed for transfer credit do not appear on the University of Victoria transcript, and grades will not be used in determining sessional or cumulative grade point averages. Credit granted at another institution on the basis of "life" or "work" experience is not acceptable for transfer credit. For students admitted as **Mature Students** (<https://www.uvic.ca/calendar/grad/index.php#/policy/S1PYeizd4>) transfer credit will not be granted for courses taken before enrolling in the Faculty of Graduate Studies.

The process for applying for university transfer credit is as follows:

1. A student must request course work assessment using the form on page 3 of this document. Completed forms should be forwarded directly to the School of Nursing, Coordinator, Student Affairs with the requested material attached.
2. A student provides a statement explaining how the transfer credit course prepares them as an Advanced Practice Nurse specific to their graduate program option.
3. A statement outlining which courses the transfer credit seeks to substitute.
4. An official transcript, showing the course(s) to be assessed, must be submitted to the UVic School of Nursing directly from the issuing institution. Please see page 3 for a list of additional materials required for submission and consideration.
5. The program coordinator will review the submitted course materials and in consultation with the Associate Director, Graduate Education will approve the transfer credit request and determine the total number of transfer credits to be awarded. ***Please Note:*** Generally, 3-4 weeks is required to process a transfer credit request.
6. If approved, the School of Nursing will send a memo to FGS recommending the transfer of credit.
7. FGS will confirm acceptance or denial of the transfer credit. Upon receipt of this document, the School of Nursing will send a written evaluation of the assessment to the student.

LIST OF CRITERIA FOR ASSESSMENT OF UNIVERSITY COURSE WORK

The purpose of assessing university course work for credit towards a UVic Master of Nursing or PhD in Nursing degree is to determine if the content is comparable in scope and depth to that of a graduate level nursing course and augments the students program of study. The assessment uses the following criteria:

1. Objectives are clearly stated.
2. Course content is comparable in scope and depth to graduate nursing courses.
3. Lecture and laboratory or clinical time is at least comparable to the graduate nursing course for which credit may be given.
4. Assignments require independent work and decision-making of the student.
5. Evidence of satisfactory completion of the course work through an official transcript from the issuing institution.

PROCEDURE

Please review the above criteria carefully before deciding whether or not to submit the course work you wish to have evaluated. If you decide to proceed, complete and mail to the School of Nursing, Attention, Coordinator, Student Affairs, the attached "**Request for Assessment of University Course Work**" form and required documentation. The student is responsible for assembling all material and documents (except official transcript(s)) prior to submission.

NOTE: Official transcripts must be submitted to the UVic School of Nursing directly from the issuing institution(s).

Request for Assessment of University Course Work

DATE: _____

STUDENT NAME: _____ UVIC STUDENT NUMBER: _____

PHONE NUMBER: _____ UVIC EMAIL: _____

COURSE TITLE	COURSE NUMBER	EDUCATIONAL POST-SECONDARY INSTITUTION	YEAR COMPLETED	TRANSFER CREDIT APPROVED?	TRANSFER CREDIT

An **official transcript** with final grades must be submitted by the issuing institution to the University of Victoria, School of Nursing.

- 1.) Official documents bear the seal or stamp of the institution as well as an original signature of a presiding official and have been received in envelopes which are sealed and bear the institution's stamp over the seal. Documents in a language other than English or French must be accompanied by a notarized English translation. Documents become the property of the University and will not be returned. However, irreplaceable documents will be returned by registered mail upon written request.

- 2.) **Please EMAIL this form to gradnurs@uvic.ca or mail to** School of Nursing, University of Victoria, PO Box 1700 STN CSC, Victoria, BC, V8W 2Y2. For each course, please enclose a course syllabus with the corresponding date for the timeframe when you took the course. Your enclosure should include:
 - a. Course description, including outline of topics
 - b. Objectives
 - c. Outline of class hours:
 - lecture time
 - laboratory time
 - clinical
 - d. Description of assignments

<https://www.uvic.ca/hsd/nursing/graduate/index.php>