SoN Academic Petition

This form is to be used when requesting a course waiver, credit transfer or examination of portfolio credit. Program Directors or Campus Associate Deans signing off on this Academic Petition should take into account the *Credit in Residence* requirements for the degree before approving. After required signatures are obtained, submit this form with any supporting documents (in most cases an official transcript, course description, course syllabus, and course objectives for the course being waived, transferred, or exempted) to the appropriate academic program. Acceptance of credit in transfer is governed by OHSU policies 02-70-005 (Transfer of Course Credit) and 02-50-055 (Enrollment of Students in Multiple Degree/Certificate Offerings). Before authorizing the transfer of coursework, school officials are responsible for ensuring that the resulting transfer aligns will all policy requirements, including maximum transfer credits accepted and maximum age of transfer coursework.

Note: **Program Directors/ Campus Associate Deans determine if a petition will be for a waiver vs. transfer. Faculty of record determine equivalency.**

○ **Course Waiver**   Date (mm/dd/yyyy): [ ]

To be used when a student is excused from enrolling and passing a course in the Program of Study based on successful completion of previous course work at OHSU SON or another institution. The student must meet the minimum required credits for the degree via another course(s). OHSU School of Nursing faculty of record for the SON course must assess the equivalency of the content and approve the credit waiver. The total number of credits to be earned for the degree remains unchanged. Partial credit can be considered (e.g., 2 credits of a 4 credit course).

○ **Credit Transfer**

To be used when a student transfers in earned credit as a *matriculated* student from another university. OHSU School of Nursing faculty of record for the SON course must assess the equivalency of the content and approve the credit transfer. Partial course credit can be considered (e.g. 2 credits of a 4 credit course). The total number of transferred credits cannot exceed one-third of the Program of Study. For transfer credits, the student is responsible for submitting an official transcript for the course and completing the necessary process with the OHSU Registrar.

○ **Exemption by Examination/ Portfolio Credit (Allowed in RN-BS; MN/MS; and DNP)**

To be used when a student challenges the content of an SON course. Students are to consult their academic program for information about methods of demonstrating course content knowledge. Student registers, pays tuition, and receives course credit.

Student Name: [ ]   **Student U ID #:** [ ]

The following course:

Prefix (e.g. NURS): [ ]   Course Number: [ ]   Credits: [ ]

Successfully passed at (Name of Institution): [ ]

Has been accepted by the School of Nursing as [ ]   **and will be applied to:**

Prefix (e.g. NURS): [ ]   Course Number: [ ]   Credits: [ ]

This course is [ ]   of the [ ]   program.

Required School of Nursing Approvals:

Faculty of Record for Course (Signature & Date): [ ]

Student Advisor (Signature & Date): [ ]

Program Director/ Campus Associate Dean (Signature & Date): [ ]

[ ]

CC: Student File, Registrar's Office, Program Associate, Assistant Dean for Academic Services.

Approval Process Checklist

Student or Program Representative (Program Associate, Advisor, Program Director, or Campus Associate Dean) initiates the Academic Petition Process.

Program Associate receives Academic Petition Form and initiates gathering appropriate signatures.

After form has been signed by all parties, Program Associate initiates petition request in DegreeWorks.

Electronic request is sent by email to Assistant Dean for Academic Services for final processing in DegreeWorks after approved by all. Please include the finalized Academic Petition Form and supporting documentation.