



Academic Petition

This form is to be used when requesting a course waiver, credit transfer, GAP analysis/ Post Master's Certificate review, or examination of portfolio credit. Program directors 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. Please refer to the OHSU Academic Policy, Transfer of Course Credits for additional information regarding transferring course credits.

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.

GAP Analysis/ Post Master's Certificate Review

To be used for Post Master's Certificate students when a GAP analysis has been completed by the Program Director identifying courses that satisfy OHSU required coursework. These reviews require the Program Director review and approval only. Please attach completed GAP analysis to this form.

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: Senior Associate Dean for Academic Affairs, Student File, Registrar's Office, Senior Program Associate, Assistant Dean for Academic Services (for electronic processing only)

See next page for Approval Process Checklist

Approval Process Checklist

- 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 to Assistant Dean for Academic Services for final processing in DegreeWorks after approved by all.