



DNP Guidelines for Consideration of Previous Coursework

Coursework taken at another accredited institution of higher learning is eligible for consideration to fulfill the degree or specialty area requirements for the Doctor of Nursing Practice degree requirements at the UW-Madison School of Nursing. Acceptable coursework may be considered with 1) the recommendation of the student's advisor, 2) an evaluation of an official transcript and 3) the approval of the DNP Program Director.

GUIDELINES

1. The maximum number of credits from another institution that may be applied to the DNP degree is limited to 18 credits for a post-BS student and 8 credits for a post-MS student.
[**Note for Post-MS students:** The Graduate School's minimum credit requirement for graduation (32 credits for doctoral study) can be satisfied only with graduate-level courses taken as a graduate student at UW-Madison. The only exception may be graduate-level course work taken as a CIC Traveling Scholar.]
2. Courses must meet program guidelines for content in our program.
3. Only courses graded B or better will be considered.
4. Independent studies, clinical practicums and internships, etc. are generally not acceptable for consideration.
5. Ideally, graduate work should be less than 5 years old to be considered; additional justification and/or documentation is needed for work taken between five and ten years; work more than ten years old will not be considered.
6. Nursing credits must be taken from an NLN or CCNE accredited school.
7. Approved credits taken as a University of Wisconsin-Madison special student are limited to a maximum of 6 and are part of the total allowable credits available to a student.
8. UW-Madison courses taken outside the School of Nursing must meet the Graduate School minimum 300 level requirement.
9. Nursing courses must be at a graduate level to meet program requirements; UW-Madison nursing courses should be at or above the 500 level.
10. Coursework used to establish admissibility for the Graduate School may be used to fulfill department course requirements but may not be used for UW-Madison residency credits.
11. Approved courses are not used to calculate the student's overall grade point average.
12. Approved courses do not appear on a student's UW-Madison transcript.

REVIEW PROCESS

1. The student must complete a request form for “consideration of coursework.” Forms are available on the Student Site or linked in the DNP Student Handbook
2. Courses used to meet core program requirements should be indicated on the form.
3. An official transcript must accompany the request (or a copy if an original was submitted with admission materials).
4. The completed form is then submitted to Academic Affairs Office for processing.
5. The DNP Program Director will review the request and make a final decision. The student and advisor will be notified. A copy will be placed in the student's permanent file.
6. The Graduate Programs Committee must review exceptions to these guidelines.

Last review by GPC on 12/2/2010

Approved by Departmental Council on February 11, 2011

Process revision 8/2013 – DNP Program Director will approve requests



Request for Consideration of Previous Coursework

Instructions:

- Type Information
(you will need the Free Adobe Acrobat Reader version 5.0 or higher to type your information into the fields)
- Submit completed form to the Office of Academic Affairs, Suite 1100

STUDENT INFO

Campus ID	Student Name	
Program Advisor		Date

Requirements:

- Refer to "Consideration of Previous Coursework for DNP Program" document for further details.
- The maximum number of credits from another institution that may be applied to the DNP degree is limited to 18 credits for a post-BS student and 8 credits for a post-MS student.
- Approved credits taken as a University of Wisconsin-Madison special student are limited to a maximum of 6 and are part of the total allowable credits available to a student.
- Approved courses do not appear on a student's UW-Madison transcript.
- Exceptions to consideration of credits policy must be reviewed by the Graduate Programs Committee.
- An original transcript should be attached for each course (Transcripts previously submitted for admission may be copied).

The following course(s) have been requested to fulfill the requirements for the Doctor of Nursing Practice:

Institution Attended	
Semester/Year Course taken	
Dept Name/Course Number & Title	
Number of Credits taken	
Final Grade Received	
List core course(s) this is to fulfill	

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Semester/Year Course taken	
Dept Name/Course Number & Title	
Number of Credits taken	
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APPROVAL (For office use only)		
____ Credits Approved	____ Credits NOT Approved	If Stats Course is approved, enter "Y" in database box labeled Stats Requirement Met.
Signature:		Date: