

ADN Transfer Procedure

A student who has completed nursing courses in other approved programs may request to transfer courses to the Sandhills Associate Degree Nursing Program. The student who desires to transfer should first contact Tricia Donadio, Director of Health Programs Student Support.

The ADN faculty, at Sandhills Community College, is committed to providing a complete course of study for the student, therefore transfer credit will be limited to NUR 111, NUR 112, NUR 211, and NUR 114.

Transfer credit for nursing courses completed at another academic institution may be granted on a limited basis according to the following criteria:

1. The applicant who plans to transfer into the ADN Program is advised to begin the transfer process at least *five months* prior to the expected semester of entry.
2. The applicant must meet admission and transfer requirements of both the general College and the ADN Program.
3. The applicant must complete Stage I of the nursing admissions process before transfer will be considered. Time is of the essence.
4. Upon completion of Stage 1, the applicant must submit a portfolio. The portfolio will consist of:
 - o Formal letter requesting transfer.
 - o Copy of Stage 1 Completion Notification from Director of Health Programs Student Support.
 - o Unofficial transcripts for nursing courses and any required pre-requisite or co-requisite courses (official transcript should already be on file with SCC Admission Office).
 - o Course syllabi that include the topical outline of nursing courses being considered for transfer credit.
 - o Clinical skills checklists from previous nursing courses being considered for transfer credit.
 - o Current Basic Cardiac Life Support Card – American Heart Association Health Care Provider.
 - o Any standardized test analysis/results used by the applicants nursing program.
 - o List of persons that will be submitting references on behalf of the applicant.
 - o Nursing philosophy of the applicant and any other pertinent information the applicant chooses to submit.
5. The applicant must request letters of recommendation from two full time nursing faculty who are knowledgeable of and can address the applicant's clinical skills and classroom behaviors. Official letters must be submitted by the faculty, must be on College letterhead and be received in a sealed envelope with sender's signature and date appearing over the seal.

Nursing courses to be considered for transfer credit must have been completed in a nursing program at a College accredited by the appropriate Regional College Association of Colleges. Variations will be individually considered. Verification of accreditation/approval by the associated State Board of Nursing will be required.

Approval for transfer is limited. Decisions regarding admission are based in part upon:

- o Congruency of course content between SCC and transferring institution.
- o Availability of faculty, clinical facilities and simulation space.
- o Availability of seating in the desired course.
- o Completion of the Stage 3 admission process.
- o Quality of portfolio.
- o Review of references.

- Review of the entire academic record and transcript of the student.
 - Grades, withdrawals, repeated courses, lapses in courses, etc.
- Time lapse since active enrollment in a nursing program.
- Rigor or content of the entry point course.
- Further stipulations as required by the Department of Nursing

The Chairman of the Department of Nursing, the Registrar, and the ADN Admissions Committee will review and evaluate material submitted by the applicant seeking transfer credit. The applicant is responsible to periodically contact the Admissions Committee Chair on the status of the application process.

If offered a seat in the program, admission will be contingent upon completion of Stage III of the nursing admissions process and other nursing program requirements. General College and ADN policies on progression, dismissal, and graduation will apply to all transfer students.

Considerations For the Transferring Student

Transferring to another institution may generate unintended or unforeseen circumstances. Anyone seeking transfer needs to consider:

- Cost of back ground checks, drug screens, uniforms, supply kits, textbooks, and other learning resources.
- Knowledge of and adjusting to a new clinical site and electronic health record.
- Utilization of electronic learning platforms and learning resources to which other students are accustomed.

Contact Information:

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