



**HALIFAX COMMUNITY COLLEGE—NURSING DEPARTMENT**  
Procedure for the Transfer Student

**Transfer Application Process**

Students wishing to transfer from another institution will be evaluated for acceptance and course placement on an individual basis. Only students who are in good standing—those who have no documented record of behavioral or disciplinary issues at the department or campus levels—and who have been separated from their program for 1-year or less will be considered. In addition, consideration must be given to the availability of program resources that will allow an increase in class size.

The transfer applicant must complete an application to Halifax Community College which includes all documentation for general admission. This process is coordinated by the Admissions Department.

The applicant is responsible for ensuring that all criteria and documents listed below are received by the appropriate department before the applicant will be considered.

**The process is as follows:**

1. \_\_\_ Meet with the Director of the Nursing Program.
2. \_\_\_ Verify completion of a college application and acceptance as a student at Halifax Community College.
3. \_\_\_ Submit a letter of intent requesting permission to transfer to the nursing program, detailing reasons for request.
4. \_\_\_ Submit official college transcript(s) for credits earned in **all** other colleges attended. The Registrar will verify all non-NUR courses. The Program Director of Nursing will verify all NUR courses.
5. \_\_\_ Submit official scores from pre-entrance nursing examination from previous school. **If school did not require entrance test, student must take HCC nursing required test meeting minimum scoring criteria to be considered for transfer.**
6. \_\_\_ Have a cumulative GPA of 2.0 or higher at current college institution.
7. \_\_\_ Completed the following required courses with a grade of “C” or higher:
  - Practical Nursing
    - A. BIO 168 & BIO 169
    - B. ENG 111
    - C. PSY 150
  - Associate Degree Nursing

- A. BIO 168 & BIO 169
- B. ENG 111 & ENG 112 or ENG 114
- C. PSY 150 & PSY 241

**\*If the applicant has previous credit for BIO 168 & 169 that is older than 5 years, they may take BIO 168 & 169 concurrently with the NUR courses.**

8. \_\_\_ Provide documentation of all NUR courses completed with a grade of 77 or above:
- NUR courses with a grade of less than 77 will need to be repeated here at HCC
  - Satisfactory completion of the clinical component of all courses attempted (students who received a grade of either unsatisfactory or failed in the clinical component of any NUR course are ineligible for transfer into the HCC nursing program)

### **Competency Evaluation**

\_\_\_\_\_ Once it is determined that the transfer applicant meets all initial criteria he/she will be scheduled for a Skills Competency Assessment (SCA) and a Medication Calculation Competency Examination (MCC). Students must achieve a "Pass" on the SCA, and score a 90% or greater on the MCC on the first attempt to receive a conditional acceptance to the program.

### **Full Acceptance**

Full acceptance is contingent upon the student successfully meeting additional requirements, as set forth by clinical agencies that include, but are not limited to, a health screening and immunizations, drug screening and criminal background check.

Faculty reserve the right to change or add criteria at any time.

### **Transfer Credit**

A transfer student is a student pursuing a degree at Halifax Community College who has earned credits at another institution and wishes to apply these credits toward a Halifax Community College certificate, diploma, or degree. In addition to submitting all other application materials, a student desiring to receive transfer credit must have an official transcript sent to Halifax Community College by each institution that originally granted the credits. For degree completion, at least 25 percent of semester credit hours of curriculum course requirements must be completed at Halifax Community College.

(\*Reference HCC Catalog page 77\*)