



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 individually. Only students 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**, including all documentation for general admission. The Admissions Department coordinates this process.

The applicant is responsible for ensuring that the appropriate department receives all criteria and documents listed below 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 the 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 the pre-entrance nursing examination from the previous school. **If the school did not require the entrance test, the student must take the HCC nursing required test, meeting minimum scoring criteria 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 169 that is older than five years, they may take BIO 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, 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 pursuing a degree at Halifax Community College 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 initially 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*)