



**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. **Students must apply for transfer to the HCC Nursing Program within one semester of leaving the previous nursing program.** After this point, a student is no longer eligible for transfer, and must apply as a first-semester student and meet all general admission requirements and deadlines. Only students who are in good standing—those who have no documented record of behavioral or disciplinary issues at the department or campus level, and who have been separated from their program for 1 year or less, will be considered.

Halifax Community College Nursing program will accept transfer students, in good standing, into ADN courses NUR 112, NUR 113, NUR 114, NUR 211 or NUR 212 or into PN course NUR 102 only.

Applicants will be required to:

- 1. Apply to Halifax Community College admissions. The student must submit all required documents including a copy of signed social security card, official high school and college transcripts. The student must also complete their Residency Determination Status online @ <https://www.halifaxcc.edu/Admissions/>
- 2. Have a minimum GPA of 2.5
- 3. Attend HCC Nursing Information Session
- 4. Submit HCC Nursing Application
- 5. Submit a letter to the Director of Nursing Programs outlining request for transfer admission including the reasons for the transfer request
- 6. Demonstrate eligibility to return to any institution of higher learning previously attended. In addition to the letter of intent, the student must demonstrate eligibility by submitting a letter from the Director of Nursing Programs or Dean of the institution of higher learning previously attended.
- 7. Submit official scores from pre-entrance nursing examinations from previous school. **If school did not require an entrance test, the student must take the HCC nursing required test, and meet the minimum scoring criteria to be considered for transfer. If**





**the school that the student transfers from offers TEAS or Kaplan as an entrance test, the TEAS or Kaplan score will be accepted for transfer status only.**

- 8. 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.
  
- 9. Complete the following required courses with a grade of “C” or higher:
  - Practical Nursing  
ENG 111  
PSY 150

**preferred to have completed the following Biology courses with a grade of “B” or higher**

BIO 168  
BIO 169 (preferred to have been completed within prior 3 years)

- Associate Degree Nursing  
Complete the following required courses with a grade of “C” or higher:

ENG 111  
ENG 112 or ENG 114  
PSY 150  
PSY 241

**preferred to have completed the following Biology courses with a grade of “B” or higher**

BIO 168  
BIO 169 (preferred to have been completed within prior 3 years)

- 10. Provide documentation of all NUR courses completed with a minimum letter grade of C, or numerical grade of 77 or above:
  - 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)

- 11. Once it is determined that the transfer applicant meets all initial criteria, he/she will meet with the lead faculty member of the course they are transferring into and will be scheduled for a Skills Competency Assessment (SCA). Skills for the SCA will be shared by the lead instructor of the course into which the student will be transferring. Students must achieve a “Pass” on the SCA prior to acceptance. The SCA will include a dose calculation evaluation of competency.

In addition, consideration must be given to the availability of program resources that will allow an increase in class size.

Acceptance of a transfer student into the nursing program is not a guarantee. Students seeking transfer will be selected using the point system from the admissions policy if there are more applicants than space available. Students desiring transfer must demonstrate a 2.5 cumulative GPA or higher on the most recent transcript with at least 12 non-developmental college credits.

### *Limits on Transfer*

**Students who have failed to complete a nursing course at another college due attendance or behavioral issues are not eligible to transfer to HCC. These students must apply as new applicants, and are subject to all admission requirements in place at the time of application.**

\*Students from a community college outside of North Carolina or from the university system are not eligible to transfer into the nursing program due to differences in course content across systems. The registrar will review general education courses from these colleges, and may award transfer credit for these.

### **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 within 30 days of acceptance.

**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 curriculum course requirements must be completed at Halifax Community College.**

(\*Reference HCC Catalog page 77\*)

Revised April 2024

