

**Brunswick Community College**  
**Nursing Programs**  
**Transfer Policy**

**Transfer Information**

Students wishing to transfer from another institution to either of BCC's nursing programs will be evaluated for acceptance and course placement on an individual basis. Only students who are in good standing, meaning those who have no documented record of behavioral or disciplinary issues at the department or campus level, and those who have been separated from their program for less than one (1) year will be considered. In addition, consideration will only be given if space and the availability of program resources are sufficient.

Several documents are required to be completed and/or submitted to the Admissions Department on the BCC campus. Transfer applicants must complete a BCC college application and be accepted as a BCC student. An official copy of transcripts from all colleges attended and a high school transcript must be submitted to the Admissions Department for evaluation. In addition, an official copy of the ATI TEAS score less than three years old must be submitted along with all transcripts.

A letter requesting permission to transfer to the BCC nursing program and detailing the reason for the request must be submitted via email to the BCC Director of Nursing. In addition, the student's most recent clinical evaluation must be sent via email from the Director of Nursing from the school being transferred from to the BCC Director of Nursing at balls@brunswickcc.edu. The applicant is responsible for ensuring that all documents are received by Student Services and the Director of Nursing before the applicant will be considered.

After the documents are received and reviewed by BCC Student Services, the transfer applicant's documents will be submitted to the Nursing Program Admissions and Progression Committee for review. The committee will have the final determination regarding transfer. If the applicant is accepted, the committee will determine which course the transfer student must begin. The following sections outline the process to be considered for transfer.

**1. Admission Requirements**

Students wishing to transfer to BCC, must meet the same admission requirements as those students who began their nursing education at BCC. All of the following criteria must be met to be considered:

- Must have a GPA of 2.5 or higher at current educational institution
- Must have completed the following related courses with a "C" or higher
  - BIO 168 & BIO 169 & BIO 275
  - ENG 111 & ENG 112 or 114
  - PSY 150 & PSY 241
  - Student must be eligible to take a college level math course without a prerequisite
- Score of 59 or higher on the ATI TEAS entrance exam that is less than three (3) years old. The ATI TEAS test can only be taken once every three (3) months.
- Must have an active Nurse Aid I certification and be listed on the NC DHHS NA I registry. If the student wants to transfer from another state, the student must have a current, active certification issued from Nurse Aid governing body from the transferring state.
- To be eligible for graduation in an associate degree or diploma, students must complete at least one-fourth of the total number of credit hours required in the program of study at BCC.

**2. Application, Transcripts, and Letter of Intent**

- Complete a BCC College application and be accepted as a student
- Submit an official copy of college and high school transcripts to the Admissions office
- Submit an official copy of the ATI TEAS score result to the Admissions office
- Submit a letter of intent to Shaylene Ball, MSN, RN, Director of Nursing at balls@brunswickcc.edu explaining why a transfer is being requested.
- The Director of Nursing from the transferring school must send a copy of the most recent clinical evaluation tool or attestation demonstrating the student's ability to provide safe client care to the email above.

### **3. Review of Admission Criteria and Documents**

Once admission requirements and all submitted documents have been verified by the Admissions Department, all documents will be shared with the Nursing Admission & Progression Committee (APC) to determine placement. The APC will review the course description and syllabus for each completed NUR course from the transferring school to determine best placement for the BCC Nursing Curriculum. Depending on the type of curriculum the student is transferring from, it may be necessary that content/course work previously passed, may need to be repeated.

### **4. Competencies**

Once the APC has decided, the transfer student will be notified of the decision and next steps. Any student seeking transfer or readmission must complete three (3) competencies related to the course that would have been completed prior to the course in which the student would start. The three competencies include a knowledge competency, medication calculation competency, and a clinical competency. The student seeking transfer must take and pass the Final Exam with an 80%, the Medication Calculation Competency with the score associated with the previous course and complete a clinical competency scenario demonstrating the student's ability to provide safe patient care using appropriate assessment techniques, critical thinking, clinical decision making, time management, and organizational skills. Exams will not be administered the same day as the clinical competency.

### **5. Background Check, Drug Screening, & Immunization Tracking**

Following successful completion of the competencies, transfer students must have a 12-panel drug screen completed, a background check, and proof of immunizations uploaded to Complio & MyClinicalExchange. Transfer students are required to sign up for and pay for an account with Complio & MyClinicalExchange. Students will be given a specific time frame for having everything completed. Transfer students should not go out on their own and have a background check and drug screen completed. We will let you know when you are supposed to go.

### **6. Full Acceptance**

Full acceptance as a transfer student is contingent upon space, adequate resources and successful completion of all requirements outlined in this transfer policy. Faculty reserve the right to change and/or add criteria to this policy at any time without prior notice.