Policy & 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 following documents must be received before the applicant is considered. After these documents are received and reviewed by BCC Student Services, then the applicant will be submitted to the Associate Degree of Nursing Admissions and Progression Committee for review. This committee will have the final determination as to applicant being admitted to the ADN program as well as what course the applicant will begin in the ADN program.

The applicant is responsible for ensuring that all criteria and documents listed below and required for transfer admission, are received by Student Services/and the Director of Associate Degree Nursing before the applicant will be considered.

The process is as follows:

1. Meet with the Director of the Associate Degree Nursing program.

2. Complete a college application and be accepted as a student at Brunswick Community College.

3. Submit a letter of intent requesting permission to transfer to the ADN program, detailing reasons for request.

4. Submit official college transcript(s) for credits earned from all other colleges attended. The Student Services Admission office will evaluate the student application and transcripts to verify that entry to BCC programs are met.

5. Submit official scores of the NLN PAX-RN pre-entrance nursing examination. If school did not require test student must take BCC ADN required test meeting minimum scoring criteria to be considered for transfer.

The TEAS Admission Test will also be accepted, will BCC’s accepted pass criteria to be utilized.

6. Have a cumulative GPA of 2.5 or higher at current college institution

7. Completed the following required courses with a grade of “C” or higher:
   a. BIO 168 and BIO 169
   b. ENG 111 and 112 or 114
   c. PSY 150 and PSY 241
   d. MAT 171 or equivalent

8. Request letter from current Dean/Director attesting to the following:
   - Completion of all NUR courses completed with a grade of 80 or above.
     - NUR courses with a grade of less than 80 will need to be repeated here at BCC
   - 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 BCC ADN 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.

**Additional Criteria for Foreign Born Applicants:**

Applicants whose native language is not English, and who did not graduate from a high school or college in the United States, will be required to take the *Test of English as a Foreign Language Internet Based Test* (TOEFL iBT). To be considered for admission applicants must meet the following scoring criteria: total score: 83, with a minimum speaking score of 26, reading score of 15, listening score of 15, and writing score of 20.

Information on the TOEFL iBT examination can be found at http://www.toeflgoanywhere.org/. Contact Student Services to schedule a test date.

**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.