

## External Transfer ADN-RN Students

To be considered for external transfer, you must:

- Have already applied to HACC and have an ID (you will need it to complete the form)
- Have completed at least ONE nursing course at the transfer institution within the past 2 years
- Be in good academic standing with a 2.5 GPA and **no D, F, W** in any nursing course
- Have already submitted your official transcripts to [RECORD@HACC.EDU](mailto:RECORD@HACC.EDU) and received notice that they have been evaluated by the Records office.
  - NOTE: Transcript evaluation will not be considered with courses in progress.

### External Transfer Deadlines

- December 1 for a January start decision
- April 1 for a May start decision
- July 1 for an August start decision

**Acceptance is restricted by clinical space availability.**

### For Nursing Courses only:

- Students whose last date of enrollment in a nursing course is longer than 2 years will not be considered for external transfer nursing course credit.
- Students whose last date of enrollment in a nursing course is within the past year will be considered for external transfer nursing course credit, without need for challenge examination.
- If last date of enrollment in a nursing course is between 1-2 years, the student will be required to complete an ATI challenge examination and meet the benchmark to receive external transfer nursing course credit.

HACC will only review official transcripts of **enrolled** students (must have a HACC ID). The records official at the other institution must officially authorize your transcript. (It must be an “official transcript”.)

- The official transcript must be sent directly from the transfer institution to HACC registrar – [RECORD@HACC.EDU](mailto:RECORD@HACC.EDU).
- Transcript evaluation will not be considered with courses in progress.
- Last date of enrollment in a nursing course must be no longer than 2 years for credits to be considered for transfer.
- No “D”, “F” or “W” for any nursing course

Transfer Institution must be

- Regionally accredited school
- Nursing program must be an accredited program

HACC credit transfer

- Limits a student to 45 credit transfer.
- Requires the student to take at least 16 credits of courses required for graduation in the credential.
- Requires at least 6 NURS credits to be taken within the HACC nursing program.

All students requesting external transfer credits for a clinical nursing course must first:

- Meet the admission requirements for the HACC associate degree, Science, Nursing program
  - <https://www.hacc.edu/Admissions/upload/Nursing-PN-Adm.pdf>
- Apply, and receive an acceptance from HACC as a “Pre-Health Professions – Nursing Concentration” major.
  - This will allow the student to possess a HACC ID or “H number.”
- Request an official transcript, including the courses which the student is requesting for transfer, to be sent to the Office of the Registrar at HACC – [RECORD@HACC.EDU](mailto:RECORD@HACC.EDU).

- Have course syllabi from the courses, which the student is requesting transfer, available for review by Department Chair by the deadline (see below). If needed, the Department Chair will contact the student with instructions on how to submit the syllabi for review. Please do not send the syllabi, until/unless you are prompted to do so by the Department Chair.

**Definition of Good Academic Standing:**

A student who completed at least one nursing course at the transfer institution, and whose academic transcript does not show evidence of a grade of “D”, “F” or “W” for any nursing course.

Students with a grade of “C” will be reviewed, if the grade of “C” was considered a failing grade at the transfer institution, it will not meet the criteria for good academic standing at HACC.

**Process:**

1. Students in good academic standing at transfer institution
  - a. Complete the online form (<https://www.cognitofrms.com/HACC2/RNClinicalTransferRequest>) to request external transfer from the nursing program admissions committee before the deadline.
  - b. Department Chair will contact student to:
    - i. Request course syllabi for nursing courses within the transcript
    - ii. Schedule a meeting to discuss transcript evaluation results and develop an educational plan.
2. Students who are not in good academic standing at transfer institution
  - a. Complete the online form (<https://www.cognitofrms.com/HACC2/RNClinicalTransferRequest>) to request external transfer from the nursing program admissions committee.
  - b. Meet with academic advisor.
  - c. Complete the TEAS examination. (TEAS must be TEAS 7 and completed in the last 3 years)
  - d. Apply to the nursing program, meeting all standard nursing program admission requirements and deadlines.
  - e. Once accepted into the program (competitive entry)
    - i. Department Chair will contact student to:
      1. Request course syllabi for nursing courses within the transcript
      2. Schedule a meeting to discuss transcript evaluation results and develop an educational plan.

Validation of clinical skills will be required, related to the level at which the student will be entering.

- There is a non-refundable clinical lab fee of \$150 required prior to scheduling validation.
- Students who are unable to demonstrate skill competency after two repeat attempts, will not receive external transfer credit for the course in which those skills are taught.

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