

**LOS ANGELES COUNTY COLLEGE OF NURSING AND ALLIED HEALTH
SCHOOL OF NURSING POLICY & PROCEDURE MANUAL**

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Subject: TRANSFER STUDENTS	Original Issue Date: 2016	Policy #: 860
	Supersedes: None	Effective Date: February 11, 2016
Committees/Individuals Consulted: Admissions & Promotions	Reviewed & Approved by: Dean, Administrative & Student Services Faculty Organization College Administrative College Planning	Approved by: Dean, School of Nursing (Signature on File) <hr/> Provost, College of Nursing and Allied Health (Signature on File)

PURPOSE:

To identify the School of Nursing (SON) admission requirements for transfer students and to standardize the selection process

DEFINITION:

Transfer applicants are students requesting admission by transfer from another accredited nursing program.

POLICY:

Admission by transfer is only permitted on a space-available basis. Applications are accepted for fall entry only. Incomplete applications will NOT be considered for admission and applicants will have to reapply

Admission Eligibility Requirements:

Applicants to be considered for transfer must:

- Have been enrolled in an accredited nursing program within 12 months of the day their application is accepted; otherwise, applicant must apply as a first semester student
- Meet all the minimum admission requirements (Policy #800: Admissions)
- Be in good academic standing and deemed clinically safe by the previous nursing program
- Have satisfactorily completed two (2) or more courses in their previous nursing program
- Meet the Essential Function Standards Required of School of Nursing Students as defined in the Los Angeles County College of Nursing and Allied Health Catalog.

PROCEDURE:

Applicant:

- Completes Admission application procedure
- Requests transcripts to be mailed directly to the OES. Transcripts must be received by application deadline
 - Official U.S. high school transcript with graduation date or equivalent documentation
 - Contact OES for options that meet the equivalent
 - Official transcript from each college attended
 - Applicants who have an associates or bachelors degree from an accredited U.S. educational institution do not have to submit a high school transcript

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- Submits a letter from the director of previous nursing program stating applicant is clinically safe, in good academic standing, and the reason for transfer
- Submits syllabi from successfully completed nursing courses for review of content equivalence
- Communicates with Office of Educational Services (OES) to verify that all admission requirements have been met by published application deadlines.

Designated OES staff:

- Creates individual applicant file
- Notifies applicants if proof of residency is required
- Confirms that all transcripts, letter(s) and bonus point verifications have been received
- Evaluates transcripts to ensure submitted course work meets prerequisite criteria
- Mails preadmission test registration information to eligible applicants
- Files preadmission test scores/reports as received
- Enters applicant points on Point System Scoring Sheet and calculates total points earned in collaboration with Admissions & Promotions Committee
- Creates ranked list of all eligible applicants using point system in collaboration with admissions/Promotions Committee
- Provides Admissions & Promotions Committee Chair and Research Director with entire candidate list and application spread sheets
- Provides semester coordinator with syllabi for review and evaluation.

Admissions & Promotions Committee will assist with:

- Reviewing applicant files
- Completing the Point System Scoring Sheet
- Reviewing point system breakdown
- Establishing cut score in collaboration with Deans, Administrative & Student Services and School of Nursing.

Acceptance:

Dean, Administrative & Student Services, provides designated OES staff with established cut score for notification.

Designated OES staff:

- Notifies applicants of acceptance status and deadline for returning Acceptance Postcard
- Sends pre-registration session dates to accepted applicants.

Accepted applicant:

- Returns Acceptance Postcard indicating intent to enroll
- Attends pre-registration session
- Meets the clinical facility human resources and health clearance requirement
- Submits to OES:
 - Health clearance from LAC+USC Medical Center Employee Health Services
 - Current AHA BLS card for Healthcare Providers
 - Proof of Student Registered Nurse malpractice insurance

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- Meets with incoming semester coordinator to determine appropriate placement and plan for success
- Demonstrates competence in all previous semester skills identified by coordinator/designee.

PROCEDURE DOCUMENTATION:

Application
Point System Scoring Sheet
Applicant Point Breakdown Database
Acceptance Postcard

REFERENCES:

California Code of Regulations, Title 16, Division 14: Board of Registered Nursing
College of Nursing Catalog
School of Nursing Handbook
SON Policy #710: Nursing Course Exemptions/Challenges
SON Policy #800: Admissions

REVISION DATES: