

## External Transfer ADN-RN Students

HACC will only review official transcripts of enrolled students. 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.

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. 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.
  - 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 admission requirements of the program
  - 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.