

GATEWAY COMMUNITY AND TECHNICAL COLLEGE	Identification No. 1.5.3	Policy <input checked="" type="checkbox"/>	SOP <input type="checkbox"/>
	Policies and Standard Operating Procedures	Effective date of policy 08/01/2009	Effective Date of Revision 07/05/2017

Instructions: Boxes above will be completed by the Office of Institutional Research, Planning and Effectiveness. For items below place cursor on gray area and type requested information. If you are creating a Policy, reference any KCTCS Policies that relate to the local policy. If you are creating a Standard Operating Procedure (SOP), make sure that you include enough detail to thoroughly explain the procedure.

Revised 4/8/08

Title of Policy: Associate Degree Nursing (ADN) Program Transfer Policy

1. Policy statement or reference:

The purpose of this policy is to outline the transfer process into the ADN Program.

2. Overview:

ADN Transfer process

3. Responsible Party:

Vice President of Academic Affairs, Director of Nursing, Nursing Faculty, Nursing Administrative Assistant, and Nursing Transfer Committee

4. Procedures:

This Nursing Transfer Committee will include the Director of Nursing and Nursing Department faculty members appointed by the Director of Nursing. Members may include, but are not limited to, Nursing Administrative Assistant, Nursing didactic faculty, clinical instructor(s), and lab instructor(s).

The Nursing Transfer Committee will review all applicants applying for transfer and will make recommendations to the Director of Nursing.

- a) Transfer into the program may be limited due to available clinical facilities in the community, as well as limited faculty and financial resources at the college.
- b) Acceptance of transfer students will be dependent upon comparability of previous nursing courses. An initial meeting should be scheduled by the prospective transfer student with the Director of Nursing to determine eligibility for transfer, through review of the student’s unofficial college transcripts and syllabi from previously passed nursing courses and general education courses. Acceptance would be contingent upon receipt and review of official transcripts by GCTC’s Registrar’s Office.

Applicants must have a cumulative nursing curriculum GPA of 2.5 or greater and have completed the following pre-requisite courses with a grade of ‘C’ or better on their official transcript by the deadline indicated by the Nursing Department to be considered eligible.

Pre-requisite Courses for Transfer into the Second Semester (Level II)	Credit Hours
BIO 137 – Human Anatomy & Physiology I <i>NOTE: BIO 137 expires five (5) years from the completion date of the course.</i>	4
CPR 100 – CPR for Healthcare Professionals <i>NOTE: If CPR was taken outside of Gateway, only in-person, healthcare provider-level Basic Life Support (BLS) CPR certification is acceptable. The student may receive transfer credit by submitting copies of said document(s) to the Nursing Department for approval and delivery to the Registrar's Office.</i>	1
Digital Literacy Course (Rec. OST 105 or CIT 105) *Waived if Bachelors or Higher Degree Earned*	3
MAT 150 – College Algebra (or Higher Level Quantitative Reasoning Course)	3
NAA 100 – Nursing Assistant Skills I <i>NOTE: If the applicant is unable to provide proof of presently having active status on the Kentucky Nurse Aide Registry, the applicant may receive a waiver for NAA 100 credit by providing any of the following:</i> <ul style="list-style-type: none"> ○ <i>Proof of having been on the Kentucky Nurse Aide Registry within one (1) year of the semester for which the applicant is requesting admission;</i> ○ <i>Proof of unencumbered, active LPN license within the last three (3) years of the semester for which the applicant is requesting admission;</i> ○ <i>Syllabi for previously passed courses in an RN program. The course(s) must include a clinical component and should be no older than one and one half (1 ½) years of the semester for which the applicant is requesting admission.</i> 	3
PSY 110 – General Psychology	3
NSG 101 – Nursing Practice I (Level I NSG course)	9
BIO 139 – Human Anatomy & Physiology II (co-requisite to NSG 101) <i>NOTE: BIO 139 expires five (5) years from the completion date of the course.</i>	4
PSY 223 – Developmental Psychology (co-requisite to NSG 101)	3
Additional Pre-requisite Courses for Transfer into the Third Semester (Level III)	Credit Hours
NSG 210 – Medical Surgical Nursing I (Level II NSG course)	6
NSG 212 – Behavioral Health Nursing (Level II NSG course)	3
NSG 215 – Pharmacology I (Level II NSG course)	1
ENG 101 – Writing I (co-requisite to Level II NSG courses)	3
Communication Course (co-requisite to Level II NSG courses)	3

Applicants may be granted admission with contingencies. Failure to complete the contingency item(s) will nullify the offer for admission. Possible contingencies include, but are not limited to:

- i. Successful completion of certain pre-requisite courses in the first 8-week session of the semester prior to the anticipated semester of entry
- ii. Successful completion of BIO 137 or BIO 139 in a 16-week session of the semester prior to the anticipated semester of entry

d. Applicants must submit the following by the due date indicated by the Nursing Department:

- Completed Nursing Program application
 - Personal letter to the Director of Nursing stating the reason for transfer, the anticipated entry date, and why the applicant should be accepted into the program
 - One professional letter of recommendation addressing the applicant's character and professionalism from one (1) of the following:
 - the previous nursing program's administrator; **or**
 - a clinical instructor who taught the applicant; **or**
 - a didactic instructor who taught the applicant.
 - Front (and back if applicable) copy of current, in-person, healthcare provider-level, BLS CPR certification
 - Documentation from the Kentucky Board of Nursing website showing active status on the Kentucky Nurse Aide Registry (or equivalent).
- e. The Nursing Transfer Committee will meet with the applicant and review the application packet for completion. If the application packet is complete and the preliminary requirements are met, the applicant will be presented with an ADN Transfer Contract outlining expectations for admission with a projected completion date to be discussed and signed during the meeting.
- f. Students requesting transfer into the second or third semester (transfer into the first and fourth semester is not permitted) must demonstrate competency by:
- i. achieving at least a Level II on ATI proctored exam(s), and/or passing with a score of 78% or greater, an exam equivalent to the comprehensive final exam for each previously passed nursing course;
 - ii. scoring a 90% or higher on dosage calculation exam(s) reflective of previously passed nursing course(s); and
 - iii. demonstrating skills competency reflective of previously passed nursing course(s).

These exams and the skills competency demonstration can be taken only once and the student must successfully complete each of the competency exams and the skills demonstration to be transferred. Students who are not successful with competency requirements above may elect to enter the applicant pool for NSG 101 by following the application process for admission to the ADN program.

- g. Applicants will be notified of their acceptance or denial of transfer into the Nursing Program immediately upon the completion of competency demonstration. An official written letter of acceptance or denial will be delivered to the student within two (2) weeks of competency demonstration completion.
- h. If the student is accepted for transfer, the student is required to fulfill all requirements listed in the *Acceptance / Admission Process of the Admission Policy*.
- i. If the applicant does not follow the Transfer Policy or is unsuccessful with the exams and/or skills competency demonstration, request for transfer will be denied, and applicant may elect to enter the applicant pool for NSG 101.

Policy Review and Revision: Policies are reviewed as part of the comprehensive institutional effectiveness process.

Gateway Community and Technical College ADN Transfer Contract

I, _____, wish to transfer into the _____ semester in Level ____ courses. I recognize in order to successfully transfer into GCTC's Associate Degree Nursing (ADN) Program, it will require any or all of the following:

1. Achievement of:

- at least a Level II on ATI Proctored Exam(s) and/or 78% on Comprehensive Final Exams(s) for (check all that apply):
 - Level II**
 - Level III**
- at least a 90% on Dosage Calculation Exam(s) for (check all that apply):
 - Level II**
 - Level III**
- successful Skills Competency Demonstration(s) for (check all that apply):
 - Level II**
 - Level III**
- successful completion of Focus Reviews on ATI, and submission of transcript.
- Other: _____

As it relates to 1 above:

- Content will be reflective of previously passed nursing courses.
- The following will be determined at the Nursing Transfer Committee's discretion:
 - courses/subjects for competency retention demonstration,
 - methods of competency retention demonstration,
 - dates and times for exams and skills administration,
 - choice between an ATI Proctored Exam or Comprehensive Final Exam, and
 - skills selected for demonstration (a list of skills that could be chosen will be provided separately to the student).
- I will have one (1) attempt to achieve the minimum score requirement for each exam, for successful skills competency demonstrations, and for successful completion of ATI Focus Reviews and transcript submission.

2. Attendance at the Mandatory Orientation for the level in which I am being transferred,
3. Obtainment of all current required GCTC uniforms and textbooks/resources prior to first day of courses for which I am being transferred,
4. Meeting all current clinical requirements,
5. Maintaining communication with the Director of Nursing throughout the transfer process.

A schedule/timeline for item completion will be established once I am accepted for the opportunity to transfer into the program.

If I am unsuccessful in any of the requirements listed above, or do not follow the Transfer Policy or contract as outlined, request for transfer will be denied.

By signing below, I understand the Transfer Policy and I am in agreement to the Transfer Contract.

Transfer Applicant Name (Print)	Transfer Applicant Signature	Date
	Director of Nursing Signature	Date