

**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: February 11, 2016	Effective Date: April 25, 2019
Individuals / Committees Consulted: Admissions & Promotions Director, Office of Educational Services (OES)	Reviewed & Approved by: Faculty Organization SON Planning College Governance	Approved by: Dean, School of Nursing (Signature on File) 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 College 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 bachelor's 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 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
- Files preadmission test scores/reports as received
- Enters applicant points on Point System Scoring Sheet and calculates total points earned
- Creates ranked list of all eligible applicants using point system in collaboration with Admissions and Promotions (A&P) Committee
- Provides A&P Committee Chair and Dean, Institutional Effectiveness, Research and Planning (IERP) with entire candidate list and application spread sheets
- Provides semester coordinators with syllabi for review and evaluation.

Admissions and Promotions Committee will assist with:

- Reviewing point system breakdown
- Establishing cut score in collaboration with Deans, SON and IERP and Director, OES.

Acceptance:

Director, OES provides designated OES staff with established cut score for notification.

Designated OES staff:

- Notifies applicants of acceptance status and deadline to accept invitation for admission via email or mail
- Sends pre-registration session date to accepted applicants.

Accepted applicant:

- Replies by email or phone call indicating intent to enroll
- Attends mandatory 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
- Meets with incoming semester coordinator to determine appropriate placement and plan for success

PROCEDURE DOCUMENTATION:

Application

Point System Scoring Sheet

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Applicant Point Breakdown Database
Acceptance email or phone call

REFERENCES:

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

REVISION DATES:

April 25, 2019