

Application Packet for Transfer Students:

The Transfer Option is for those students who have completed nursing courses at an accredited nursing program. This policy does not apply to those students who have only completed pre-nursing courses.

Admission is considered only if:

- Your prior nursing program enrollment has been within one (1) year. If the break in enrollment in a nursing course is longer than a year – the request will not be considered.
- You successfully passed all the clinical courses in previous nursing program. ACC AD nursing program will not admit a student who was on probation or withdrawn for unsafe clinical practice.
- You have not had two (2) unsuccessful attempts in a previous nursing program. If you have been previously unsuccessful, then you need to apply as a beginning student.

Transfer applications are accepted ONLY within the following designated time frames:

Designated Time Frames for Transfer students:

- **Fall Deadline:** March 1- April 1
- **Spring Deadline:** July 16 – August 31

Class placement is based on previous achievement in a nursing program and space availability.

Transfer Checklist:

Please go over the following checklist and when you can check each item, you are ready to request transfer.

- STEP 1:** [Apply to ACC](#). All applicants must gain admission to ACC and satisfy all General Admission criteria including meeting TSI (testing) requirements. Visit a campus advisor to determine your status.
- STEP 2:** **Fulfill all [immunization requirements](#)** . Students should not delay completing their immunizations; some take up to 4-6 months to complete. All applicants must provide a copy of the completed immunization form with written documentation from a physician at the time you apply for program admission.
- STEP 3:** Write Letter requesting transfer to the ACC ADN Nursing Program, including reason for withdrawal from previous program.

Once you can check **ALL** the above steps, then you are ready to move to Step 4:

- STEP 4:** Download, complete, and submit the [ADN Application Packet](#) with all of the following required documents:
 - ADN Checklist
 - AND Application

- Completed immunization form
- Copies of applicable transcripts showing grades of previous college work. Official transcripts should be sent to an ACC Admissions and Records Office for transfer credit evaluation.
- May need to supply copies of nursing course syllabi.
- Two letters of recommendation, one from prior nursing program director and a recent clinical instructor.

STEP 5: Bring all above requirements and come to the nursing information office to discuss transferability.

STEP 6: Can meet all Program Requirements / Technical Standards

STEP 7: Pass the [HESI Admission Assessment Test](#) or provide proof of completion at from previous college. (Nursing Office will have a copy of your post-test).
