

Austin Community College
Vocational Nursing Program

Transfer Policy

Admission by transfer is considered only if:

- The 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 student must apply as a beginning student.
- The student successfully passed all the clinical courses in the previous nursing program.
- A student is eligible to return to a previous nursing program.

If the student does not meet the above criteria, they must apply as a beginning student.

To be eligible to transfer, students must:

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.
2. Complete or show proof of completion of the prerequisite courses for the VNG Program with the required GPA.
2. Show proof of meeting 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.
3. Submit a letter requesting transfer to the ACC VNG Nursing Program, including reason for withdrawal from previous program. Contact the VNG Nursing Department Chair at 223-5779 to set up an appointment. The letter can be downloaded at <http://www.austincc.edu/health/vng/resources.php>
4. Bring to the appointment a letter from prior nursing program director indicating that the student is eligible for return to that program. Also provide an additional letter of recommendation from a recent clinical instructor.
5. Complete a VNG Program Application.
6. Provide copies of transcript and course descriptions and syllabi/course objectives for completed courses with the transfer request.

7. Official transcripts should be sent to ACC Admissions and Records Office for transfer credit evaluation.

In addition the student may be asked to:

1. Demonstrate competency in nursing skills consistent with the level at which the student enters the program.
2. Take and receive an 80% or higher on a written comprehensive examination/s inclusive of theoretical concepts and the nursing process consistent with the level at which the student enters the program.

All students must complete at least 25 percent of the semester credit hours used in the degree plan in residence at ACC (see ACC Catalog) www.austincc.edu/catalog to be considered a graduate of the Austin Community College Vocational Nursing program.

Transfer students will be accepted on a space available basis. Priority will be given to continuing and re-applying ACC students.

Revised and adopted October 23, 2007