Transfer Policy

Transfer students are considered those students in good standing in a nursing program in the North Carolina Community College System. Transfer is always conditional on classroom, lab, and clinical space availability in a given course. Students seeking transfer will be selected using the point system from the admissions policy if there are more applicants than space available. Students desiring transfer must demonstrate a 2.5 cumulative GPA or higher on the most recent transcript with at least 12 non-developmental college credits.

Limits on Transfer

Students who have failed to complete a nursing course at another college due to grades, attendance, or behavioral issues are not eligible to transfer to HCC. These students must apply as new applicants, and are subject to all admission requirements in place at the time of application.

Students from a community college outside of North Carolina or from the university system are not eligible to transfer into the nursing program due to differences in course content across systems. The registrar will review general education courses from these colleges, and may award transfer credit for these.

Students must apply for transfer to the HCC Nursing Program within one semester of leaving the previous nursing program. After this point, a student is no longer eligible for transfer, and must apply as a first-semester student and meet all general admission requirements and deadlines.

Steps to Transfer

For those students seeking transfer to the HCC nursing program, the following steps must be followed:

1. Submit a letter of intent to the Department Head of Nursing indicating a desire to transfer the nursing program at Halifax Community College.
2. Participate in a formal interview with the Department Head and Nursing Faculty.
3. Develop a transfer plan with the Department Head and Nursing Faculty which includes the following:
   a. Course/year into which the student will seek transfer. The point-of-transfer will be based upon the student’s previous grades and performance as well as needs identified by student and faculty. Students may be required to audit or take for credit any course(s) in the program, regardless of previous grade in the course. Students may not transfer into the final course of either program (NUR 103 or NUR 213).
   b. Specific requirements for transfer, which may include, but are not limited to:
      i. Admissions Application to HCC
      ii. Completion of Health Science Admission Form
      iii. All transcripts, placement test scores, valid nursing admission test scores, and Social Security card copy on file in admissions office
      iv. Challenge exam(s) and necessary score(s)
v. Skills competencies
vi. Dose calculation test, level of test, and necessary score
vii. Referrals to Counseling Department, Student Support Services, and/or any other program as deemed necessary
c. Submission of physical exam form, immunization records, two-step TB test results, drug screen/background check (as required by clinical agency), current CPR, and malpractice insurance receipt

Failure to Complete Transfer Plan

The transfer plan will specify deadlines for completion of each requirement. Students who fail to meet any deadline or who fail the skills competency or dose calculation test will eliminate the option of transfer into the nursing program. Students who are unable to transfer may apply to the nursing program, meeting all current admission criteria, and be ranked with all other applicants.

Unsuccessful completion of a challenge exam will result in the student’s inability to transfer into the semester planned. The student then has the option to meet with the Department Head of Nursing to evaluate the transfer plan and determine a new point of transfer and/or additional requirements prior to transfer. Depending upon the level of the challenge exam failed, the student may be required to apply as a first-semester student, meet all current admission requirements and deadlines, and be ranked with all other applicants.

Following Transfer

Once a student has entered the nursing program after successfully completing the transfer plan, the student must take all nursing courses in sequence with a passing grade (“C” or better), and complete all other course requirements to successfully complete the program.

Students transferring into any semester of the nursing program will be required to obtain any textbooks, resources, uniforms, or other requirements of the class into which they are entering.