

Title: Admission of Transfer Nursing Students		Number: NAD-110
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1 PURPOSE

The purpose of this policy is to define the process and requirements for admitting transfer students to the Bethel University nursing program who have been enrolled in nursing programs at other schools.

2 SCOPE

This policy applies to all transferring nursing students applying for admission to the Bethel University nursing program.

3 PROCEDURES

3.1 Responsibility

Persons responsible for implementation of this policy include the Director of the Department of Nursing (DON) and the Chairperson of the Department of Nursing's Admissions and Retention committee

3.2 Consideration for Admission

To be considered for admission to the Bethel University nursing program, the transferring student must have:

1. Completed items 2 through 12 at least one month prior to the semester in which the student is seeking admission.
2. Been accepted for admission to or be currently enrolled in Bethel University.
3. Submitted the Application for Admission (NF-320) to the DON.
4. Paid an application fee of \$25.00 to the Bethel Business Office.
5. Submitted official copies of all college transcripts to the DON and Bethel Office of the Registrar.
6. Submitted copies of all syllabi of previously completed nursing courses to the DON. The transfer student must have received a grade of C or higher in a nursing course for it to be considered as a substitute for a Bethel nursing required course.

Previously completed nursing courses will be evaluated on a case by case basis. If credit is given for previously completed nursing courses, these courses should not be more than 3 yrs old upon

entry into the nursing program. However; no credit will be given for previously completed nursing courses more than 3 yrs old.

7. Submitted proof of a GPA of 2.75 or above on all college-level work.
8. Submitted proof of completion of the following prerequisite general education courses or acceptable substitutes as determined by the Bethel University Office of the Registrar with a grade of C or higher.
 - COE 102
 - ENG 101 & ENG 111
 - BIO 111/111L
 - BIO 211/211L
 - BIO 201/201L & BIO 202/202L
 - CHE 111/111L
 - MTH 111 or 112
 - MTH 202
 - REL 111, 112, or 113 (6hrs)
 - SOC 111
 - HEA 211
 - PSY 211
 - HIS 200 level (6 hrs.)
 - Fine Arts Elective (6 hrs.)
9. Completed all but 9 credit hours of required core courses prior to enrollment in the nursing program. The 9 credit hours that can be completed after enrollment in the nursing program must be selected from the following courses*:
 - REL 111
 - REL 112
 - REL 113
 - Fine Arts Elective

*These courses may be completed during any semester as long as there is no conflict with nursing courses. All core courses must be completed prior to the final semester of the senior year.

10. Completed all prerequisites for the semester into which the student desires to transfer.

Completed all nursing courses taken with no more than one D or lower grade; however, a student who has received two D's or lower grades in nursing courses will be considered for admission to the Bethel University nursing program pending criteria outlined below in Section 3.3.
11. Complete ATI Content Mastery Exams in all courses requiring an ATI Content Mastery Exam, even if auditing the course, with a Level 2 or higher. The student must achieve a Level 2 or higher on the ATI Content Mastery Exams in auditing courses for continued progression in the nursing program. The student will have 2 opportunities to achieve a Level 2 on ATI Content Mastery Exams. For students who are auditing courses which require an ATI Content Mastery Exam, the ATI Exam must be completed during the semester that the course is offered.
12. Verified that all required documents have been received by the DON.

3.3 Consideration for admission for a student having two D's in nursing courses at another University.

The Department of Nursing will give consideration to admission of a transfer student having two previous D's in nursing courses from a prior institution on case by case basis. However, no credit will be given for previously completed nursing courses.

To be considered for admission to the Bethel University nursing program, the transferring student must have:

1. Met with the director of the program to discuss admission to the nursing program
2. Completed an interview with the faculty
3. Submitted proof of completion of the following prerequisite general education courses or acceptable substitutes as determined by the Bethel University Office of the Registrar with a grade of C or higher.
 - COE 102
 - ENG 101 & ENG 111
 - BIO 111/111L
 - BIO 211/211L
 - BIO 201/201L & BIO 202/202L
 - CHE 121/121L & CHE 122/122L
 - MTH 111 or 112
 - MTH 202
 - PSY 211
 - REL 111, 112, or 113 (6hrs.)
 - SOC 111
 - HEA 211
 - HIS 200 level (6 hrs.)
 - Fine Arts Elective (6 hrs.)
4. Completed all but 9 credit hours of required core courses prior to enrollment in the nursing program. The 9 credit hours that can be completed after enrollment in the nursing program must be selected from the following courses*:
 - REL 111
 - REL 112
 - REL 113
 - Fine Arts Elective
5. Been accepted for admission to or be currently enrolled in Bethel University.
6. Submitted Application for Admission (NF -320) to the DON.
7. Submit proof of a GPA of 2.75 or better on all college-level work
8. Complete all prerequisites for the semester prior to entry into the fall

9. Complete all nursing courses with a 76% (C) or higher. Any grade below a 76% in any nursing class will result in the student's dismissal from the program. If the student makes below a 76% in any nursing course after being admitted to the Bethel University Nursing Program, the student will be dismissed from the program.
10. Verified that all required documents have been received by the DON.

3.4 Space Availability and Notification

Requests for transfer into the Bethel University nursing program will be considered based on space availability if the transferring student is otherwise eligible. The Director will notify students requesting transfer into the nursing program of their admission status by letter. Once a transfer student has been enrolled in the nursing program, he or she will receive a copy of the Bethel University *Nursing Student Handbook*.

4 REVIEW

This policy will be reviewed in accordance with the Program Evaluation Plan (NAD-107).

5 ASSOCIATED FORMS

NF-320, Application for Admission