

Policy for Transfer Students into the Nursing Program

1. Transfer students must meet all East Central University requirements for admission and complete and submit an “Admission to the University” form.
2. Transfer students must complete all the prerequisite courses required for entrance into the nursing program.
3. Transfer students must bring a copy of all their college transcripts and schedule a meeting with a nursing faculty advisor for an unofficial evaluation of course work. The official evaluation of transcripts will be performed by the Office of Admissions and Records.
4. Transfer student courses that are deemed equivalent to ECU courses on the “ECU Transfer Matrix” will be accepted by the Department of Nursing as meeting the appropriate requirements.
5. Transfer student courses that do not equate to ECU courses on the Transfer Matrix may be used in place of required courses if a “Course Substitution” is approved by the appropriate department. The nursing faculty advisor will aid the student in determining which courses may be eligible for course substitution. A catalog course description must be attached to the Course Substitution Form.
6. The Chair, Department of Nursing may approve selected non-general education requirement courses, that have not been equated, as meeting nursing department required courses by notifying the Office of Admissions and Records of departmental approval.
7. Students not attempting to transfer nursing courses from another program may submit an “Application to the Nursing Program” by the designated date (usually the middle of September). It will be processed and considered along with all other applications submitted at the same time. If accepted, the student will begin nursing classes in January of the following year.
8. Students attempting to transfer nursing course work from NLNAC or AACN - CNE accredited **baccalaureate** nursing programs must follow the steps in the “Procedure for Equating Nursing Courses.” Students are required to provide documentation including course descriptions, syllabi and course work for the nursing courses they are presenting for transfer of credit.
9. Most nursing courses from Associate Degree programs can not be equated to ECU nursing courses because they have a lower division designation (1000 or 2000). The Oklahoma Board of Regents does **not** allow transfer of any credit from Technology Centers (LPN programs).

10. After completion of the process for equating nursing courses, the student will be notified by the Chair, Department of Nursing of the status of acceptance of the course work. Even if a nursing course is accepted, additional independent studies may be required.
11. Students seeking the transfer of nursing courses must meet the currency of nursing knowledge and skills requirements as outlined in the "Policy on Readmission to the Program" and pass the metrology examination.
12. All transfer students must have clear criminal background and sex offender searches prior to beginning clinical rotations in the nursing program. If a student has any arrests, even if they have been expunged, they must notify the nursing faculty advisor so that the appropriate paperwork can be initiated.

Approved by Faculty: 1994
Revised: 2002; 2008