NURSING PROGRAM
TRANSFER APPLICATION
Dear Potential Transfer Student,

Thank you for your interest in Coastal Alabama Community College’s Nursing Program. The forms and checklist to request a transfer are enclosed. The completed packet must be received in the nursing department no later than 3 weeks before the end of the semester prior to transfer. A team will review your transfer packet for consideration only after a complete packet is received. Incomplete packets will not be reviewed. Transfer requests are accepted based on review of packet information and space availability.

Place the checklist on top and send your completed packet to the appropriate campus as listed below:

Bay Minette and Fairhope Campuses  
Nursing Department  
1900 Hwy 31 South  
Bay Minette, AL 36507  
251 580-2257  
(Physical address is the same)

Brewton Campus  
Nursing Department  
PO Box 958  
Brewton, AL 36427  
251 809-1600  
(Physical address is 220 Alco Dr.)

Monroeville and Thomasville  
Nursing Department  
PO Box 2000  
Monroeville, AL 36460  
251 575-8285  
(Physical address is 2800 Alabama Ave)

Please feel free to contact any of the above listed nursing departments for questions or assistance.

Sincerely,

Jean D. Graham, MSN, ANP, CNOR  
Dean of Nursing and Allied Health
COASTAL ALABAMA COMMUNITY COLLEGE
NURSING PROGRAM
TRANSFER CHECKLIST

Applicant Name____________________________________ Date __________________

Students requesting a transfer must be accepted as a student at Coastal Alabama Community College and official transcripts from all previous colleges attended must have been received by the College registrar. Please confirm that the following items are included in the packet for submission:

___ 1. Nursing Transfer Application with unofficial transcripts from previous nursing program attached.

___ 2. Copy of syllabi for all nursing courses taken outside the two-year college statewide system including outline of specific content covered in each course

___ 3. Letter from your previous nursing program Dean/Director of Nursing indicating that you remain in good standing and are eligible to continue in the program.

___ 4. Copy of ACT score. A minimum composite score of 18 is required. ONLY the following are accepted for ACT score (Screen shots of ACT scores are not acceptable):
   a. Print off from ACT.org national website
   b. Copy of official or unofficial high school transcript with documented ACT results
   c. Copy of the ACT score report from Coastal Alabama Community College, or other Alabama Community College if residual was taken at another Alabama two-year college.

Students who are accepted for transfer into the Coastal Alabama Community College nursing program will be required to demonstrate the following competencies as appropriate to the course(s):

   a. Pass a comprehensive written exam at 75% within two attempts

   b. Demonstrate acceptable skills proficiency for the following within two attempts:
      Head to toe assessment
      Medication administration by all legal routes for nurses
      Vital signs check and interpretation
      IV therapy (IV start, IV administration of a medication, identification of complications)
      Sterile procedure (dressing change, tracheostomy suction, and/or urinary catheterization)

Also, students transferring into the program will be required to submit current immunizations, a history & physical, CPR by the American Heart Association, a background check, and urine drug screen after admittance to the program. More information is provided upon admittance.
Transfer Policy

The transfer policy applies to students desiring to transfer between ACCS institutions. The Coastal Alabama nursing program follows the same criteria for requests outside ACCS institutions. Students complete the nursing program at the district in which the student was admitted. No transfer is allowed between districts except in extenuating circumstances, i.e. a student who begins the program at Monroeville may not transfer to Bay Minette after completion of the first semester. Criteria for transfer are as follows:

1. Must meet minimum admission standards for the nursing program.
2. Must possess a grade of C or better in all nursing program required courses taken at another institution and possess a minimum of a 2.0 cumulative GPA at time of transfer.
3. Must provide a letter of eligibility for progression from the Dean/Director of previous nursing program.
4. Must comply with all program policy requirements at accepting institution.
5. Must complete at least 25% of the nursing program required courses for degree/certificate at the accepting institution.
6. Must meet acceptability criteria for placement at clinical agencies for clinical experience.
7. The last nursing course in which a student was enrolled cannot be more than 12 months old.
8. Acceptance of transfer students into nursing programs is limited by the number of faculty and clinical facilities available. Meeting minimal standards does not guarantee acceptance.
9. Student selection for transfer is based on GPA in nursing program required courses.
COASTAL ALABAMA COMMUNITY COLLEGE
NURSING TRANSFER APPLICATION

Application Deadline: Transfer applications must be received before the last three weeks of the semester prior to the requested transfer semester.

I. PERSONAL DATA

Last Name: _______________________ First: ___________________ MI: ___ Maiden: ___________
Social Security Number: _______________________ Student Number: __________________
Mailing Address: ________________________________
City: _______________________ State: ___ Zip Code: ___________ Telephone: (___)________________
Home e-mail address: _________________________ College e-mail address: ______________________
Emergency Contact: ___________________________ Telephone: (___)________________

II. EDUCATION

List all colleges attended including current college. (Add separate page as necessary)

<table>
<thead>
<tr>
<th>Name of College (DO NOT ABBREVIATE)</th>
<th>Year(s) attended</th>
<th>Degree (if completed)</th>
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A letter from the program Dean/Director of the nursing program from which you wish to transfer must be sent to the Bay Minette Nursing Department. The letter must document that you have not been dismissed for disciplinary or unsafe practice and are eligible to continue in the program.

A COPY OF YOUR ACT RESULTS MUST BE ATTACHED TO THIS APPLICATION. (There is no date limitation). Your name, as listed when tested: ________________________________

I understand that completion of this application is a component of the student profile and does not in itself grant transfer to the Nursing Program. I certify that the information given in this application is true and correct. I understand that providing false information may be deemed sufficient reason to dismiss the student and/or to refuse transfer. All application materials become the property of Coastal Alabama Community College. It is the sole responsibility of the applicant to ensure that the Nursing Department has received all of the requested documentation.

All information must be submitted by the appropriate deadline or the application will be considered incomplete. It is recommended that applicants check with the Admissions Office, at (251) 580-2111, to confirm ACTIVE STATUS and confirm ALL TRANSCRIPTS are on file and up to date.

__________________________________________________________
Applicant’s Signature                                      Date
Submit this transfer application to the appropriate campus.

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