



### **Transfer into NIC Associate Degree Nursing Program from another Nursing Program**

#### **Eligibility**

Individuals who have started their nursing education at a college other than North Idaho College (NIC) may request to transfer into NIC's Associate Degree Nursing (ADN) program. The following criteria must be met to be eligible for consideration:

- a. All prerequisites for admission to NIC's ADN program have been completed with grades of C/2.0 or higher.
- b. All courses (nursing and general education) prerequisite to the course of entry into the NIC nursing program must have been completed with a grade of C/2.0 or higher.
- c. Request for transfer must be made within two years of exit from previous program.
- d. The applicant left her/his previous program in good standing.

The program Director and Associate Degree Nursing Faculty will determine the appropriate placement of the transferring applicant into the NIC Nursing Program.

Transfer applicants will be accepted and placed into the NIC Nursing Program on a space available basis.

## Transfer Procedure

1. The applicant must submit in writing a request to transfer into the North Idaho College (NIC) Associate Degree Nursing (ADN) program. This request must be received by March 15 for consideration into the Fall semester and by October 15 for consideration into the Spring semester.
2. The applicant will provide the following items for review by the NIC program faculty and administration:
  - a. A letter of recommendation from the Director or a faculty member of the nursing program previously attended.
  - b. A copy of transcripts.
  - c. A copy of course syllabus for all nursing courses which applicant has taken and would like to receive credit.

Initial materials should be mailed to:

Director of Nursing  
North Idaho College  
1000 W. Garden Ave.  
Coeur d'Alene, ID 83814

3. All Nursing Courses will be reviewed by the Director and Program Faculty. In order to receive substitution credit, the nursing course(s) taken must meet all content and clinical parameters of the NIC course(s). Students may not transfer directly into the last course of the Associate Degree Nursing Program.
4. A determination will be made regarding eligibility for acceptance into NIC's ADN program and the applicant will be notified in writing of this decision. If the applicant is eligible and there is space available for the applicant to enter, the applicant will continue with the transfer procedure. If the applicant is not eligible, the applicant will be informed of the reasons for lack of eligibility.
5. The applicant will be required to successfully complete testing for demonstration of math competency and a skills evaluation. The requirement for theory testing will be evaluated on a case-by-case basis. Applicants will have two opportunities to achieve a satisfactory rating on each evaluation. All transfer procedures need to be completed by the following deadlines:
  - a. May 1 for admission into the Fall semester
  - b. December 1 for admission into the Spring semester

6. If accepted, the applicant will follow the application process to North Idaho College, which includes:
  - a. Completing an application and submitting application fee to North Idaho College.
  - b. Submitting official transcripts from all colleges previously attended to North Idaho College.
  - c. Registering for appropriate nursing and general education courses.
7. All non-nursing courses will be reviewed by the Admissions Office at North Idaho College to determine transferability.
8. The applicant will also be required to provide documentation regarding immunization record, health history and physical as per program policy, BCLS for Healthcare Providers (AHA) and proof of liability insurance prior to the beginning of the first nursing course in which they enroll.
9. There may be a non-refundable fee for skills evaluation.