

Central Texas College
Department of Nursing
Associate Degree in Nursing Program

Memo to Transfer and Challenge Students Seeking Admission to the A.D.N. Program

- I. A student, who desires to transfer nursing courses from another Nursing School/Program or challenge nursing courses, must be eligible to return to the school from which they are transferring.
- II. An Authority for Release of Information must be submitted to the Central Texas College Chair, Department of Nursing.
- III. A letter must be submitted to the A.D.N. Admissions & Standards (A&S) Committee requesting consideration for transfer admission by the posted application deadlines: May 8th for Fall Admission; September 1st for Spring Admission.
- IV. **The letter must include:**
 - A. **Student name**
 - B. **Nursing course name(s) and the course call number(s) to which you are seeking admission or wish to challenge, or the semester and year seeking admission**
 - C. **Plan for success if admitted [Be specific please]**
 - D. **Student signature and date**
- V. The A&S Committee will meet and a decision letter will be mailed prior to the beginning of the next semester. If admitted, a faculty professor advisor and recommendations will be assigned. Academic/scholastic recommendations **must be completed during the semester break. It is the student's responsibility to make an appointment with the faculty professor advisor within the first week of class and bring prescribed documentation of the completed recommendations. Failure to do so will result in administrative withdrawal from the course.**
- VI. Please direct any questions/comments to Ms. Patricia Rylander at (254) 526-1278 or patricia.rylander@ctcd.edu.