

CENTRAL TEXAS COLLEGE

Department of Nursing and Allied Health ADN Program

Checklist for Student Requesting Transfer Credit

The following items must be completed or added to your file **6 months** prior to the start date of the semester for which you are requesting entry for consideration of transfer credit: (You must meet all prerequisite criteria as traditional students)

1. Acceptance to CTC. Go to [Getting-Started/](#) to apply. Have all official college/university transcripts sent to CTC. [Sending-your-transcript/](#)
2. Complete and submit the CTCADN Program Application online via E-Forms [.Student- Forms/ FAQs: FAQs/](#)
3. Meet with a CTC Academic Advisor in Bldg.119: 526-1226/1609. Bring official or unofficial College transcripts with you [.Academic-Advising/](#)
4. Letter of Transfer Request from student - (Must specifically state what semester you would like enrollment and which nursing courses you are requesting transfer credit for)
5. Submit official or unofficial transcripts showing completed nursing courses along with grades.
6. Nursing coursework cannot be over two years old. [Sending-your-transcript/](#)
7. Provide CTC DONAH with two official letters from the dean/director of previous nursing school and last clinical professor validating safe nursing practice.
8. Provide a complete syllabus or learning guide for each course requested for transfer credit to the DONAH. These documents must detail course content, credit hours, lab hours, clinical hours, and skills.

Your record will be on hold until all the requirements listed above have been completed. Once all requirements have been met, your record will be reviewed, and the Admissions and Standards committee will make the final decision as to your course placement and start date.

*A letter granting transfer credit does not serve as acceptance into the CTC ADN program. All other program admission requirements must be met as well to be considered for **full admission**.

tudent, you must understand that one course failure will prevent you from re-enrolling in another CTC nursing course. Please refer to the