TRANSFER STUDENT ADMISSION CRITERIA

Enrollment in the Associate Degree Nursing Program is limited to clinical site capacity. All applications are evaluated without discrimination with regard to age, race, sex, creed, national origin, or disability. **Official documentation of completion of all admission criteria must be received before the applicant will be considered for admission.**

Transfer admission into the Kishwaukee Associate Degree Nursing Program requires the applicant to:

1. Submit official documentation of a high school diploma or high school equivalency certificate to the Admissions office.
2. Submit official college/university transcript(s), if applicable to the Admissions office.
3. Attendance of a Nursing Program information session is recommended. Registration for the session is not required. Please check our website at www.kishwaukeecollege.edu for dates/times.
4. Submit course syllabi for any nursing course you are requesting transfer credit for. Any course substitution for general education requirements that do not directly transfer must be presented to the admissions office for review.
5. Submit a letter of intent that describes why you are requesting a transfer to the Kishwaukee College Nursing Program.
6. **A medical/felony form** must be filled out by the student and submitted with application. *(Students who have a prior Felony/Misdemeanor conviction may be asked to submit a criminal background check prior to admission).*
7. **Three to four personal reference forms** must be submitted with application. In addition transfer students must submit a letter of reference from the Director of Nursing at their previous program. *(References may be mailed directly to the Nursing Department, or submitted in sealed envelope with reference givers signature across the seal.)*
8. Above requirements, plus criteria outlined below must be met before application may be submitted.
   a. Completion of at least 12 credit hours in 100/200 level college course work.
   b. Overall GPA of 2.500 or higher in at least 12 hours within the following course work applicable to nursing. All Kishwaukee College course work must be maintained at 2.500 GPA or above. Italicized courses are not required for the degree at Kishwaukee, but are required if you choose to continue towards your B.S.N.
      BIO 103, BIO 105, BIO 213, BIO 258, BIO 259, COM 100, ENG 103, PSY 102, PSY 280
      [ CHE 110, CHE 111, ENG 104, HLT 201, MAT 208, SOC 170 ]
   c. Overall College (Kishwaukee and transfer) GPA of 2.500 or above in all 100/200 level course work. Once a student has completed at least 12 hours of 100/200 level coursework at Kishwaukee, the Kishwaukee GPA will be utilized for this requirement.
   d. Completion of BIO 103 and BIO 105 with grades of “B” or higher in the last 5 years. Students who have completed BIO 259 with a “C” or higher in last 5 years may waive this requirement.
   e. Completion of COM 100, ENG 103 and PSY 102 with grades of “C” or higher.
   f. Completion of MAT 086 or college level math with a “C” or higher or appropriate placement scores. Mathematics course expires after 5 years. Placement scores expire after 3 years.
ATI TEAS (Test of Essential Academic Skills) Testing with a minimum composite score of 60.0%. Testing includes area of Reading, English, Mathematics, and Science. The testing link is located on the nursing website. Testing is scheduled through the ATI testing website. Students are encouraged to test at Kishwaukee. Testing sessions will be scheduled every 2–3 months. Students may test only once per each session. Students who are unable to test at Kishwaukee must submit scores officially through ATI and show proof that the exam was not taken in the previous 90 days.  *(TEAS testing requires pre-registration. The current cost is $71 plus tax; this fee is subject to change). Study guides are available for an additional cost at [www.atitesting.com](http://www.atitesting.com).*

**9. Apply to the nursing program between February 1st and 15th for Fall admission and between September 1st and 15th for Spring admission.** Any applications received prior to or after these dates will not be processed. Students are admitted on a space available basis after requirements are completed. Application submissions should include all of the above elements in a sealed envelope with applicant’s full name, Kishwaukee Student ID, and TRANSFER STUDENT on the outside. Applications may be mailed or placed in the HE Division locked drop box outside of B1222.

If application is complete and provisional acceptance is offered, the Nursing Coordinator will contact the transfer student for an interview and review of proficiency and competency testing requirements for full admission.

Final transfer student admission is based on space availability and successful completion of proficiency and skills competency testing.

*(06/2017)*