Indiana University Kokomo

School of Nursing

Transfer Student Procedure (for students in a BSN program wishing to transfer into IU KSON)

**Associate or Diploma Students:** Students in the midst of an associate degree or diploma program may apply to the major as new sophomores, but nursing coursework will not be considered for credit. Once the degree is complete and the RN license has been received, the student may apply to the RN to BSN program and many credits will be considered.

**Temporary Transfer for Baccalaureate Degree Students:** Students in another nursing program who wish to take one or two courses at IU Kokomo should write to the Assistant Dean of the Pre-Licensure Program for permission (Bridget Whitmore may be contacted via email at: bwhitmor@iuuk.edu).

**Permanent Transfer for Baccalaureate Degree Students:** Students who are already in a baccalaureate nursing program elsewhere and wish to transfer into and complete the nursing program at IU Kokomo should note the following guidelines and processes:

1. **Students must be in good standing with current BSN program to be eligible to apply at IUK School of Nursing.** Students dismissed from another nursing program are not eligible to apply for a transfer.
2. **Apply to IU Kokomo as a Degree Seeking Student:** Only students admitted to IU Kokomo as degree seeking students and accepted with no conditions will be considered.
3. **Schedule an appointment with an academic advisor** to review academic standing and potential eligibility for admission. Transfer is a competitive process.
4. **Complete and submit an application to the major** at the IU Kokomo School of Nursing.
5. **Note:** Only students whose pre-nursing GPA (GPA calculated based only on the prerequisite courses) and TEAS scores (see below) meet university and school of nursing minimums AND is competitive with the GPAs of the most recent class of students are admitted into the major. Policies relevant to other students applying to the nursing major also apply to transfer students.
6. **Gather/send the following to the Allied Health and Nursing Advising Center:**
   a. Transcripts from all colleges and universities that will be considered as either prerequisite or nursing courses.
   b. Results of the ATI (Assessment Technologies Institute) TEAS test, and any completed ATI comprehensive subject exams. If you have never taken a TEAS test, contact the Coordinator of Testing at the Testing Center via phone at 765-455-9395 to make arrangements for taking this exam. There is a fee for this standardized examination. Each student must meet the TEAS requirements for admission.
   c. Statement/letter explaining reason for the requested transfer.
   d. Letters of support for the transfer from your previous school of nursing (one letter must be from the dean).
   e. Syllabi from every nursing course the student wishes to have considered for transfer.
7. **Adhere to the application dates:** Students will be considered for transfer at the same time as those students considered for admission; therefore, student applications must be received by May 10th for fall admission and September 1 for spring admission. Transfer admission will be on a space available, competitive basis.
Students who wish to be considered for transfer should also note:

1. If the student is not accepted, the advisor will notify the student by mail or email that he/she has not been accepted.
2. If accepted, the syllabi and files from transfer students who are admitted will be reviewed by the assistant dean or designee to determine credit assignment and placement. Working with an advisor a plan of study will be drafted. The student may be asked to take ATI comprehensive course exam(s) to determine competency in courses for which credit is sought.
3. The student will be notified of acceptance. The assistant dean, advisor and student will meet to review the plan of study. The student will meet with the clinical liaison to prepare health and safety requirements, and will receive other information relevant to participating in the School of Nursing at IU Kokomo.
4. In such deliberations, please note that the minimum number of credits that must be taken at IU Kokomo to receive a BSN from IU Kokomo is 30.

/smm, 5/28/14