

5.05 Transfer and Advance Standing Policy

Any student who has taken nursing courses or is currently taking nursing courses through Hutchinson Community College or another institution may request transfer or advanced standing to the Practical Nursing Program at Hutchinson Community College within one year of exiting a nursing program. **Advance Standing is only granted one time.**

The following steps must be completed prior to the start of class to be eligible:

1. Must have completed the following pre/co-requisite education courses with a grade of "C" or higher prior to beginning any nursing courses:
 - a. General Psychology
 - b. Human Anatomy and Physiology (must be within 5 years of the program application deadline)
 - c. Nutrition or Medical Terminology
 - d. Human Growth and Development
2. All courses within the nursing curriculum must be passed with a grade of "C" or higher.
3. Meet with Program Coordinator or designee for determination of requirements and provide a transcript and syllabi for each course to be considered for transfer.
4. Submit a completed Hutchinson Community College application if not already attending.
5. Submit a completed Practical Nursing Program application prior to deadline:
 - a. Full-Time: March 1
 - b. Part-Time: August 1
 - c. Or 4 months prior to the entry date of the transfer or Advanced Standing Admission.
6. Complete the competency examinations related to each course being considered for transfer or advanced standing at or above the percentage ranking for that course. These exams can only be taken once, so please review ahead of time.
7. Complete Math test with a 95% or better.
8. Demonstrate technical competency at the level of requested transfer or advanced standing through skills check-off (Foley catheterization, ID, SQ, IM injections, tracheotomy care & suctioning). Individual must demonstrate each skill accurately without assistance from instructor/tutor. **Failure to complete said check-offs will result in failure to be accepted for transfer of advanced standing.**
9. Meet with the PN Program counselor prior to acceptance in the program to assist with the transition.
10. Any student who has received a grade below a "C" in Practical Nursing courses through HutchCC or any other institution is not eligible for transfer or advanced standing into the HutchCC Practical Nursing Program but may apply through regular admission process to start the program at the beginning.

All requests will be evaluated by the PN Faculty and Staff on an individual basis.