

**OKLAHOMA STATE UNIVERSITY  
INSTITUTE OF TECHNOLOGY-OKMULGEE  
NURSING PROGRAM STUDENT TRANSFER POLICY**

School of Nursing & Health Sciences  
1801 East 4<sup>th</sup>  
Okmulgee, OK 74447

Phone: (918) 293-5337  
Fax: (918) 293-4723

Transfer request are admitted and enter the nursing program in the fall semester only per below listed criteria. Transfer Request are reviewed from May 1<sup>st</sup> through June 21<sup>st</sup> each year for September entrance. It is the student's responsibility to ensure that all required documentation and testing is completed by June 21<sup>st</sup> for transfer request review.

Applicants must have a minimum GPA of 2.0 in required nursing and general education support courses. Students wishing to transfer will be considered as new applicants and must meet general admission requirements (see advisement material). OSUIT Nursing Faculty will review all transfer request and no student is guaranteed transfer. Transfers are granted if students meet GPA requirements, entrance exam scoring, course equivalency, and there is classroom and clinical space available. OSUIT Nursing Faculty will decide at what level a student transfers into after reviewing nursing course syllabi of previously completed nursing courses with a passing grade of "C" or higher. Because curriculum organization and requirements vary among nursing programs, it is necessary to carefully review previous course work and skills to prevent omission of content when transferring. In order to determine transferability and appropriate nursing course placement at OSUIT, the student will need to furnish the following documents to the Nursing Department:

- Letter requesting transfer into the nursing program and reasons previously academically unsuccessful (letter must include current mailing address, phone number, and email address). The required letter should contain:
  - Identification of the problem
  - Goals
  - Plan of action for success
- Current official college transcripts from every college attended
- Syllabi from successfully completed nursing courses
- Example of a care plan that was previously submitted
- Clinical evaluation from the last semester successfully completed

Students are required to take and pass the following scheduled examinations accordingly, regardless if they have taken the examinations previously:

- Students take the Accuplacer exams for Reading, Writing, Arithmetic, and QASI only. To be eligible for the selection process students must score the following:
  - Reading 250
  - Writing 250
  - Arithmetic 250
- Kaplan Fundamentals Challenge Exam, passing the exam at 55<sup>th</sup> percentile ranking or higher
- Dosage calculation test equivalent to the final exam for NURS 1132 Dosage Calculation (score of 90% or higher, one attempt only)

Approved: 5/2016  
Revision: 1/2019

All examinations listed above will be scheduled by appointment only, free of charge, and administered following the OSUIT Nursing Admission protocol. Students are allowed to test one time only. Students will be provided a calculator and scratch piece of paper. If while testing, a student fails one of the required exams listed above, the transfer request is stopped at that time and there will be no need to do the other examinations. Students will be contacted by the Administrative Assistant with dates to complete the testing portion of the transfer request.

Nursing Faculty will be able to make a determination of student's request for transfer and placement into OSUIT Nursing Program after receiving and reviewing all of the requested information listed above, including exam scores. Student will be contacted for an appointment with the Dean of the School of Nursing and Health Sciences to review transfer request results. It is the student's responsibility to ensure all of the requested documents listed above are submitted completely and timely.

Please note that the nursing program must be completed within four years of the stated program length beginning with enrollment in the first nursing course NURS 1128 Foundations of Nursing, or its equivalent. LPN to RN students must be able to complete the nursing program within two years of the stated program length beginning with enrollment in the first nursing course NURS 1133 LPN to RN Transition or its equivalent. In the event that a transfer student does not earn a passing grade for any nursing course at OSUIT, s/he will **not be** eligible for readmission to the OSUIT nursing program if s/he has previously failed a nursing course at any institution.

**This program requires extensive use of technology including required course texts delivered as e-texts, paperless clinical documentation and regular interface with the online classroom. For this reason, students accepted to the program must have computer and internet access at home and must supply their own tablet. Tablet must be smaller than 8 x 11 and capable of running newest operating system.**

By signing this form, student acknowledges receipt and understanding of the transfer policy:

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Student Signature

Date

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Advisor Signature

Date