

NORTHWOOD TECHNICAL COLLEGE
ASSOCIATE DEGREE NURSING
STUDENT POLICIES

**TRANSFERRING OF ADN STUDENTS
BETWEEN NORTHWOOD TECH CAMPUSES**

When a student is admitted to the ADN program they are admitted to a specific campus and are considered an ADN student at that campus only. The ADN student wishing to transfer to another campus will be dependent upon the student's academic standing and if there is space available.

If an ADN student desires to attend another Northwood Tech campus for the ADN program, the student must request permission from the Associate Dean of Nursing/ADN program director in writing (email) designating the campus where they are currently located, the campus they wish to attend, and the semester they wish to begin attendance at the new location. The student must also complete a **Request to Transfer to Another Northwood Tech Campus for the ADN Program form (E-02)** along with the email to the program director.

If it is necessary to prioritize requests to transfer to another campus the following factors will be considered:

- If a student requesting a campus transfer is in program sequence, they will have priority over any other student seeking a campus transfer.
- A reentry student will follow the reentry prioritization process. They will be allowed to transfer to the desired campus based on availability and prioritization status. The D-02 Course Reentry and Prioritization Process will be followed.
- If there are multiple students who are in the program sequence seeking the same campus transfer, the student with the earliest request and completion and submission of the E-02 to the Associate Dean of Nursing/ADN Program Director will be granted the transfer.

The student will have one opportunity to change campuses.

The student who is granted permission to change campuses must contact the Admissions Advisor on both the campus where they have attended and the campus to where they will transfer to assist with enrollment/registration for classes as part of the process to transfer.