# TRANSFER CREDIT

Coursework taken to fulfill the program requirements outside of the Northwood Tech Health Sciences programs must meet all criteria of the program curriculum in terms of degree credit level, equivalent credit hours, and equivalent course competencies.

At least 25 percent of technical studies credits in an associate degree program, 25 percent of occupational-specific credits in a technical diploma program, or 25 percent of technical certificate credits must be earned at Northwood Tech to be eligible for graduation from the College. This would include the following:

| Program | Minimum # of core program credits eligible to transfer | These core courses are NOT eligible to transfer |
|---|---|---|
| Dental Assistant | 8 (508-xxx) | 508-310 Dental Radiography-Advanced<br>508-311 Dental Assistant Clinical-Advanced |
| Health Information Technology | 10 (530-xxx) | 530-165 Intermediate Coding<br>530-196 Professional Practice |
| Medical Assistant | 5 (509-xxx) | 509-305 Medical Assistant Laboratory Procedures 2<br>509-306 Medical Assistant Clinical Procedures 2<br>509-310 Medical Assistant Practicum |
| Medical Coding Specialist | 10 (530-xxx) | 530-165 Intermediate Coding<br>530-196 Professional Practice |
| Medical Laboratory Technician | 10 (513-xxx) | 513-141 Pre-Clinical Experience<br>513-151 Clinical Experience 1<br>513-152 Clinical Experience 2 |
| Nursing-Associate Degree | 10 (543-xxx)* | 543-113 Nursing: Complex Health Alterations 2<br>543-114 Nursing: Management & Professional Concepts<br>543-115 Nursing: Advanced Clinical Practice<br>543-116 Nursing: Clinical Transition |
| Occupational Therapy Assistant | 18 (514-xxx) | 514-184 OTA Fieldwork I<br>514-186 OTA Fieldwork IIA<br>514-187 OTA Fieldwork IIB |
| Pharmacy Technician | 10 (536-xxx) | 536-309 Pharmacy Community Clinical<br>536-310 Pharmacy Hospital Clinical |
| Surgical Technology | 10 (512-xxx)** | 512-125 Intro to Surgical Technology<br>512-126 Surgical Tech Fundamentals 1<br>512-127 Exploring Surgical Issues<br>512-128 Surgical Tech Fundamentals 2<br>512-130 Surgical Skills Application<br>512-131 Surgical Interventions 1<br>512-132 Surgical Technology Clinical 1<br>512-133 Surgical Technology Clinical 2<br>512-135 Surgical Technology Clinical 3<br>512-136 Surgical Technology Clinical 4<br>512-142 Surgical Interventions 2 |

* A minimum of 25% of the students' first year core nursing technical studies courses must be completed at Northwood Tech to receive the PN Milestone transcript notation and have eligibility to sit for PN NCLEX.

Courses taken within the Wisconsin Technical College System (WTCS) with a grade of "C" (2.0) or higher are acceptable.

Students are highly encouraged to repeat general studies science courses completed more than five years ago.

Students wishing to transfer credits from other accredited academic institutions must meet the requirements and follow the procedure outlined in the Northwood Tech Student Handbook, under Credit for Prior Learning. Contact your academic advisor for assistance in requesting Credit for Prior Learning.

Core nursing coursework completed at other non-WTCS colleges and transferred in to fulfill Northwood Tech's ADN program requirements must also have program accreditation from Accreditation Committee for Education in Nursing (ACEN) or the Nursing Commission for Nursing Accreditation (CNEA) at the time the courses were taken.

A student who wants to take an ADN course from another WTCS school of nursing must seek approval from the ADN Nurse Administrator by completing the TRANSFER OF STUDENT ACADEMIC STANDING INFORMATION PERMISSION AND STATEMENT OF UNDERSTANDING form (E-03-ADN Student Policies). The ADN Nurse Administrator will confirm the student's good academic standing and email the course instructor at the other WTCS college for this approval.

If the student does not disclose that they are taking the course at another WTCS college and withdraws from or does not successfully complete the course, this will be considered "Academic Dishonesty" and will constitute a violation of the Health Sciences Code of Conduct (HS-ii) and college Academic Misconduct Policy (see Northwood Tech Student Handbook→Student Behavior Expectations→Academic Misconduct Policy).

If the student completed core coursework at a non-WTCS college, the following procedure is used: The program director conducts the official review of core program coursework for transfer credit. In addition to the official transcripts, students must submit course syllabi, course assignments, and related course materials so that a careful and complete assessment of previous coursework can be performed to ensure the program accreditation standards, competencies, and requirements of the program courses are met.

Prior failure of or withdrawal from any transferred course will be considered the same as a course taken in the Northwood Tech HS program, and the Repeat Course/Failure/Dismissal policy will apply.

**To maintain the integrity, consistency, and quality of instruction in alignment with accreditation standards and the unique structure of the Surgical Technology Program, the core program courses listed are not eligible for transfer credit from other institutions. These courses are integrated with specific apprenticeship-based delivery methods, employer partnerships, and direct alignment with program competencies that require consistent evaluation without our own instructional framework.

This policy for Surgical Technology ensures that all students receive consistent, high-quality instruction and are evaluated under the specific requirements of our accredited model. Transfer credit for general education courses will continue to be considered in accordance with Northwood Technical College's transfer policies.

An official transcript, along with a Credit for Prior Learning (CFPL) form, must be submitted to the following person at your campus:

**Ashland:** Andrea Timblin
**New Richmond:** Mary Diestel
**Rice Lake:** Andrea Timblin
**Superior:** Lesa Armstrong

In addition, the Transfer Recommendation form at the end of this document must be completed and sent directly to the appropriate program director/instructor listed below.

| | |
|---|---|
| Dental Assistant | Megen Elliott, MS-OCL, RDH, CDA<br>Dental Assistant Program Director<br>Northwood Technical College<br>1900 College Dr.<br>Rice Lake, WI  54868<br>megen.elliott@northwoodtech.edu |
| Health Information Technology<br>and/or<br>Medical Coding Specialist | Program Director TBD<br>Brad Baumgartner, Ed.D.<br>Associate Dean of Health Sciences<br>Northwood Technical College<br>1019 S. Knowles Ave.<br>New Richmond, WI 54017<br>brad.baumgartner@northwoodtech.edu |
| Medical Assistant | Janel Ouimette, CMA (AAMA), B.S.<br>Medical Assistant Program Director<br>Northwood Technical College<br>1900 College Dr.<br>Rice Lake, WI  54868<br>janel.ouimette@northwoodtech.edu |
| Medical Laboratory Technician | Karla K. Sampselle, MS, MT(ASCP)BB, AHI(AMT)<br>MLT Program Director/Clin Coordinator/Instructor Lead Faculty<br>1019 S. Knowles Ave.<br>New Richmond, WI 54017<br>karla.sampselle@northwoodtech.edu |
| Nursing-Associate Degree | Lorraine Sacino Murphy, EdD, MSN, RN, CNE<br>Nursing-Associate Degree Program Director<br>Northwood Technical College<br>1900 College Drive<br>Rice Lake, WI 54868<br>lorraine.sacinomurphy@northwoodtech.edu |

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|---|---|
| Occupational Therapy Assistant | Becky Mika, OTR/L, MBA-HCA<br>OTA Program Director<br>Northwood Technical College<br>2100 Beaser Ave.<br>Ashland, WI  54806<br>becky.mika@northwoodtech.edu |
| Pharmacy Technician | Brad Baumgartner, Ed.D.<br>Associate Dean of Health Sciences<br>Northwood Technical College<br>1019 S. Knowles Ave.<br>New Richmond, WI 54017<br>brad.baumgartner@northwoodtech.edu |
| Phlebotomy | Brad Baumgartner, Ed.D.<br>Associate Dean of Health Sciences<br>Northwood Technical College<br>1019 S. Knowles Ave.<br>New Richmond, WI 54017<br>brad.baumgartner@northwoodtech.edu |
| Surgical Technology | Heather Harnish BS, CST, CRCST<br>Program Director/Instructor of Surgical Technology<br>Northwood Technical Collge<br>1019 S. Knowles Ave.<br>New Richmond, WI 54017<br>heather.harnish@northwoodtech.edu |

## HEALTH SCIENCES STUDENT TRANSFER RECOMMENDATION FORM*

* Nursing-Associate Degree (ADN) students use form E-03 in place of this form.

The student below has requested to be accepted into a Health Sciences Program at Northwood Tech with transfer credits from your program. The form is to be filled out by the program director.

Student's Name _____          Program _____

College (Transferring from) _____          Total semesters the student has been enrolled in your classes (include current semester if applicable) _____

**This section should be completed by the program director/instructor.**
If you are unable to submit this, please tell the student so that they can ask another instructor.

**Program director/instructor's evaluation of the student**
Please rate the student's current performance in your program.

Circle the appropriate number
(4) = Outstanding, (3) = Above Average, (2) = Average, (1) =Below Average/Unacceptable

| | | |
|---|---|---|
| Work Habits, Safety (4) (3) (2) (1) | Motivation (4) (3) (2) (1) |
| Academic Performance (4) (3) (2) (1) | Initiative (4) (3) (2) (1) |
| Professional Presentation (4) (3) (2) (1) | Attendance (4) (3) (2) (1) |
| Cooperation (4) (3) (2) (1) | Integrity (4) (3) (2) (1) |

**Additional Comments**
A Health Sciences program at Northwood Tech is seeking your input on why this student stands out and should be considered for admission into the program's core courses at Northwood Tech.

Please list any concerns you have regarding this student, such as academic performance or professional behaviors that impacted the student's performance while in your program.

_____          _____
Signature of Program Director/Instructor          Date

_____
Print Name of Program Director/Instructor

I, _____, agree that this information can be requested from my current college, to best provide Northwood Tech with information to help in my future success.

Date: _____