



**BACHELOR'S DEGREE NURSING
GENERAL PROCEDURES FOR
TRANSFER STUDENTS**

Students transferring from other BSN nursing programs must complete at least 25 percent of the degree credit hours at College of Central Florida and attend CF the semester of graduation. If a student completed the entire Associate Degree of Science in Nursing Program (including all BSN required general education courses) at another institution, then only 9 credits may be transferred into the RN-BSN program.

It is highly recommended that students complete the first step before starting the admissions process for the college.

1. Applicants for transfer must provide a letter from the dean or director of their prior nursing school stating that they left in good standing and would be readmitted at that institution if they reapplied. The letter must come directly from the dean/director's email and sent to healthsciences@cf.edu.
2. Applicants for transfer must complete the general admission process for CF at www.cf.edu/apply.
3. Applicants for transfer who have completed nursing courses at another institution must submit their official college transcripts to CF's Admission Office.
4. Once students are officially admitted to CF, students need to schedule an appointment with the Health Sciences academic advisor to verify completion of required nursing-related general education courses.
5. Applicants for transfer must submit a catalog or syllabus with **detailed** course descriptions to the Nursing Office for any BSN courses they are seeking credit for transfer. The dean will determine if the courses are compatible with CF's BSN program courses. Applicant must meet with one of the nursing instructors to review the syllabi and course description of completed nursing curriculum to determine placement in the program.

Once the student has satisfied the above items and there is space availability*, the student will be invited to complete the following before the first day of the semester.

6. Cleared criminal background check.

**Priority is given to previous CF nursing students returning to the program.*

Any person with a history of a felony offense may not be eligible for admittance to a CF Health Sciences program.

For further admission information contact:

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Ocala, FL 34474-4415
352-854-2322, ext. 1655
healthsciences@cf.edu