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	Core course not eligible to transfer
Dental Assistant	8 (508-xxx)	508-310 Dental Radiography-Advanced 508-311 Dental Assistant Clinical-Advanced
Health Information Technology	10 (530-xxx)	530-165 Intermediate Coding 530-196 Professional Practice
Medical Assistant	5 (509-xxx)	509-305 Medical Assistant Laboratory Procedures 2 509-306 Medical Assistant Clinical Procedures 2 509-310 Medical Assistant Practicum
Medical Coding Specialist	10 (530-xxx)	530-165 Intermediate Coding 530-196 Professional Practice
Medical Laboratory Technician	10 (513-xxx)	513141 Pre-Clinical Experience 513151 Clinical Experience 1 10513152 Clinical Experience 2
Nursing-Associate Degree	10 (543-xxx)*	543-113 Nursing: Complex Health Alterations 2 543-114 Nursing: Management & Professional Concepts 543-115 Nursing: Advanced Clinical Practice 543-116 Nursing: Clinical Transition
Occupational Therapy Assistant	18 (514-xxx)	514-184 OTA Fieldwork I 514-186 OTA Fieldwork IIA 514-187 OTA Fieldwork IIB
Pharmacy Technician	10 (536-xxx)	536-309 Pharmacy Community Clinical 536-310 Pharmacy Hospital Clinical

* A minimum of 25% of the student's 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.

The student desiring 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 of 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 you 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 assure the program accreditation standards, competencies, and requirements of the program courses are met.

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

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

Ashland	**New Richmond**	**Rice Lake**	**Superior**
Northwood Tech	Northwood Tech	Northwood Tech	Northwood Tech
2100 Beaser Avenue	1019 S Knowles Ave	1900 College Dr	600 N 21st St
Ashland, WI 54806	New Richmond WI 54017	Rice Lake WI 54868	Superior WI 54880
Andrea Timblin	Mary Deistel	Andrea Timblin	Lesa Armstrong

In addition, the Transfer Recommendation form (next page) must be completed and sent directly to the appropriate Program Director/Instructor listed below.

Dental Assistant	Megen Elliott, MS-OCL, RDH, CDA Dental Assistant Program Director Northwood Technical College 1900 College Dr. Rice Lake, WI 54868 megen.elliott@NorthwoodTech.edu
Health Information Technology and/or Medical Coding Specialist	Sara Kroeplin, BA RHIA Health Information Technology Program Director Northwood Technical College 2100 Beaser Ave. Ashland, WI 54806 sara.kroeplin@NorthwoodTech.edu

Medical Assistant	Janel Ouimette, CMA (AAMA), B.S. Medical Assistant Program Director Northwood Technical College 1900 College Dr. Rice Lake, WI 54868 janel.ouimette@NorthwoodTech.edu
Medical Laboratory Technician	Program Director, TBD Mari Jo Ulrich, OTR MA Dean of Health Sciences 2100 Beaser Ave Ashland, WI 54806 marijo.ulrich@northwoodtech.edu
Nursing-Associate Degree	Lorraine Sacino Murphy, EdD, MSN, RN, CNE Nursing-Associate Degree Program Director Northwood Technical College 1900 College Drive Rice Lake, WI 54868 lorraine.sacinomurphy@NorthwoodTech.edu
Occupational Therapy Assistant	Becky Mika, OTR/L, MBA-HCA OTA Program Director Northwood Technical College 2100 Beaser Ave. Ashland, WI 54806 becky.mika@NorthwoodTech.edu
Pharmacy Technician	Mari Jo Ulrich, OTR, MA Dean of Health Sciences Northwood Technical College 2100 Beaser Ave Ashland WI 54806 marijo.ulrich@NorthwoodTech.edu
Phlebotomy	Mari Jo Ulrich, OTR, MA Dean of Health Sciences Northwood Technical College 2100 Beaser Ave Ashland WI 54806 marijo.ulrich@NorthwoodTech.edu

NORTHWOOD TECHNICAL COLLEGE
HEALTH SCIENCES
STUDENT POLICIES

HEALTH SCIENCES STUDENT TRANSFER RECOMMENDATION FORM*

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

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

Name of Student _____

Program _____

College (Transferring from) _____

Total semesters student has been enrolled in your classes (include present semester if applicable). _____

FILLED OUT BY PROGRAM DIRECTOR/INSTRUCTOR: If you are unable to submit this, please communicate that to the student so they can ask another instructor.

Program Director/Instructor's evaluation of student: Please rate 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 to those above: (Please complete. A Health Sciences program at Northwood Tech is seeking your input on why this student stands out and should be considered for admission into program core courses at Northwood Tech. List any concerns you might have regarding this student such as academic performance and professional behaviors that have 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: _____

HS-18