

CENTRA COLLEGE

CATALOG & STUDENT HANDBOOK

Spring 2021 ADDENDUM:

Admission Transfer Process

ADN to LPN Program

Primary Location:

Centra College
905 Lakeside Drive, Suite A
Lynchburg, VA 24501
Phone: 434.200.3070
Fax: 434.200.5505
www.centracollege.edu

Branch Location:

Centra College (Nurse Aide Education Program)
Bedford Memorial Hospital
1613 Oakwood Street
Bedford, VA 24523
Phone: 540.425.7526

This handbook is designed to provide students with information about the programs of study at Centra College ("College"). It sets forth, in general, how the College operates but the College reserves the right to change policies and procedures without notice. This handbook is not intended to be and should not be regarded as a contract between the College and any student or other person. Students are held responsible for knowing the information contained in the Catalog & Student Handbook. Failure to read or comply with the Handbook will not excuse the student from accountability. Changes are communicated via the website and MOODLE.

ADMISSION TRANSFER FROM CENTRA COLLEGE A.D.N. PROGRAM INTO CENTRA COLLEGE P.N. PROGRAM

A.D.N. students may be eligible to transfer into Centra College's Practical Nursing Program. Interested students should review the following transfer information and ensure that all steps have been completed prior to the transfer application deadline. Transfer into the program is based on space availability, and students who are accepted into the P.N. program will be evaluated and placed in the appropriate course per decision by the admissions committee. This process has been created to ensure consistency among students wishing to transfer from the Centra College A.D.N. program to the P.N. program.

Prior to starting the transfer process, interested students should meet with the:

- Academic Director of both the A.D.N. program and P.N. program to discuss eligibility.
- Student Accounts Manager and Financial Aid to determine cost and financial assistance

To be considered for transfer from the Centra College A.D.N. program to the P.N. program the student must:

- Complete a Centra College P.N. Transfer Application and required student essay.
- Request an unofficial copy of the current A.D.N. program transcript from Student Records and provide copy with application.
- Participate in a P.N. faculty interview, if requested.
- Ensure the course(s) transferred in are successfully completed academically and/or clinically.
- Satisfy all financial obligations in the A.D.N. program
- Understand that nursing courses completed more than twelve months prior to transfer will not be eligible for transfer.

Application and unofficial Centra College transcript are required by the transfer deadline outlined on the P.N. Program academic calendar. All documents should be sent to the P.N. Academic Director.

Students wishing to transfer from the Centra College A.D.N. program to the P.N. program will be evaluated by the P.N. Academic Director, Centra College Admissions Committee, and P.N. faculty on the following items:

- Centra College P.N. Transfer Application
- Student essay
- A.D.N. course grades as evidenced by the unofficial transcript
- A.D.N. faculty recommendation survey (provided by Academic Director directly to faculty)
- P.N. faculty interview

If a student chooses to apply for a transfer due to poor academic progress in an A.D.N. course and subsequently passes that course, the transfer application will be voided, and the student will be allowed to remain in the A.D.N. program. All students requesting a transfer from the Centra College A.D.N. program to the P.N. program will receive written notification of the final decision.