

<b>Policy Title</b> Health & Community Services Program Transfer	<b>Effective Date</b> 07/01/2008	<b>Policy Number</b> IN-059
<b>Responsible College Division/Department</b> Instruction	<b>Responsible College Manager Title</b> Vice President of Instruction	
<b>Policy Statement</b> Programs defined as health and community service are (but not limited to): all Nursing Programs, Medical Assistant, Early Childhood Education/Child Care Services, Foundations of Teacher Education, Nursing Assistant, Radiography, Dental Assistant, Dental Hygienist, Health Information Management, Emergency Medical Technician-Paramedic, and Criminal Justice.  Lakeshore College welcomes students transferring from other institutions of higher education. The following process ensures that students transferring from other institutions meet the same performance and academic standards that is required for current Lakeshore program students.		
<b><u>Process</u></b>  1. Students transferring from other institutions of higher education must meet the published admission requirements established for all students entering the specific program.  2. A new Background Information Disclosure must be completed at the time of application to Lakeshore.  3. Students transferring from other institutions of higher education must provide a letter from the Dean or Program Chair of the previous institution of higher education.  4. The letter from the previous program chair or dean must either affirm good standing or provide reasons if the student is not in good standing. This letter of good standing must be mailed or emailed from the previous institution directly to the program dean or program chair at Lakeshore.  5. The documents described above, together with other relevant information, will be reviewed upon receipt by the program counselor and other college district officials concerned. A decision on transfer and admission will be made based upon the information provided, current Lakeshore policies and standards, as well as the standards and policies of the program of enrollment.  6. If an extended period of time has passed between the most recent enrollment and transfer to Lakeshore, or if the program coordinator concludes it is in the best interest of student success at Lakeshore, clinical skills may be evaluated by Lakeshore faculty or designee prior to or during first semester of enrollment at Lakeshore.  7. Should the student requesting transfer have been dismissed from a previous college on the basis of clinical or academic performance, or if previous clinical or academic performance provide the basis for the request for transfer, the request will be evaluated on the basis of the same standards of clinical and academic performance applicable to Lakeshore students as published in the program handbooks. In addition, students requesting transfer will be evaluated under the standards prescribed by the Lakeshore Academic Integrity Code and the Student Conduct Code.		

### **Disapproval of Transfer**

Subsequent to review of records or inquiry, Lakeshore reserves the right to decline a transfer and to refuse admission to an applicant on the basis of, but not limited to, any of the following, as applicable:

- a. Conduct upon which a professional license or certificate in the program of enrollment will not be issued by the applicable regulatory authority.
- b. Previous involuntary removal from a clinical education program, clinical practice program, or clinical procedure component of a course of study in a health care field or the program of enrollment.
- c. Suspension, limitation, or revocation of a current or previously held license or certification in a health care field or the program of enrollment.
- d. Being listed on the Wisconsin caregiver misconduct registry.
- e. "Abuse" within the meaning of section DHS 13.03(1)(a) of the Wisconsin Administrative Code, as amended.
- f. "Unprofessional conduct" within the meaning of sections Phar 10.03 and DE 5.02 of the Wisconsin Administrative Code, and section 450.10(1)(a), of the Wisconsin Statutes., as amended.
- g. A criminal conviction of a serious crime within the meaning of Section 50.065 1.(e), of the Wisconsin Statutes, or conviction of a crime which is substantially related to client care within the meaning of section 50.065 (5m) of the Wisconsin Statutes, as amended, and section DHS 12.06 of the Wisconsin Administrative Code, as amended.
- h. Dismissal from other institutions of higher education system program or enrollment.
- i. Conduct incompatible with the national accreditation and program standards.
- j. Any other conduct presenting a substantial danger or detriment to the health, welfare, or safety of patients, members of the Lakeshore community, or the public.

### **Reason for Policy**

Ensures that students transferring from other institutions meet the same performance and academic standards that is required for current Lakeshore program students.

### **Cross References and Legal Review**

Created/Adopted: 04/27/06

Reviewed/Revised: 7/15/24

Legal Reference: Wisconsin Administrative Code

Cross Reference: Lakeshore Student Academic Conduct Code, Lakeshore Student Academic Integrity Code

**Legal Counsel Review and Approval:**

**Board Policy: III.A. General Executive Constraint, III.B. People Treatment**

### **Definitions**