REQUEST FOR TRANSFER BETWEEN SITES

GENERAL INFORMATION

- A request for transfer between sites must be made to the School of Nursing by February 15th each year to be eligible for transfer effective in September of that year. Students are not permitted to transfer sites part way through an academic level.

- A request for transfer between sites is applicable for students wishing to transfer between Mohawk College and Conestoga College only. Transfer from Mohawk or Conestoga Colleges to McMaster University is not an option. Similarly, transfer from McMaster University to Mohawk or Conestoga Colleges is not an option.

- Requests for transfer between sites are evaluated based on the availability of space in the program at the desired site, the student’s academic standing, and the student’s reasons for requesting a transfer. Only students in good academic standing (GPA of at least 5.0) with a minimum of a B average in required Nursing (NURSING) and Health Science (HTHSCI) courses will be considered.

- Students requesting a transfer between sites must also submit a request through OCAS (Ontario College Application Service) by February 15th.

- Decisions regarding Requests for Transfer Between Sites are final. In accordance with the Student Appeal Procedures, decisions made on Requests for Transfer Between Sites cannot be appealed to the Senate Board for Student Appeals. If a student feels his/her human rights have been violated, they may contact Human Rights & Equity Services in Room 212 of the McMaster University Student Centre, to initiate a complaint.

GUIDELINES FOR COMPLETING THIS FORM

- This form must be fully completed by the student to the site where they are currently a student:
  - Current Mohawk site students – BScN Program Office via email (bscnadvising@mcmaster.ca) or fax (905-570-0667)
  - Current Conestoga site students – Conestoga Academic Advising Office via email (aharrison@conestogac.on.ca) or fax (519-748-3562)

- The School of Nursing will forward the form to the Associate Dean/Chair of both sites for review, and will notify the student via email once a decision has been reached.
REQUEST FOR TRANSFER BETWEEN SITES

This form must be fully completed by the student and submitted to the School of Nursing by February 15th each year. Please read and follow the guidelines on page 1 of this form.

STUDENT INFORMATION

Student Name: ____________________________ McMaster ID #: ____________________________

McMaster Email Address: ____________________________ @mcmaster.ca Telephone Number: ____________________________

Current Site: ☐ McMaster ☐ Mohawk ☐ Conestoga

Level: ☐ 1 ☐ 2 ☐ 3 ☐ 4

Program Stream: ☐ Basic (A) ☐ Post RPN (E) ☐ Accelerated (F)

TRANSFER INFORMATION

Requesting Transfer to (Desired Site): ☐ Mohawk ☐ Conestoga

Cumulative GPA: ____________________________ Average in Required NURSING/HTHSCI Courses: ____________________________

REASON FOR REQUESTING TRANSFER BETWEEN SITES

Please outline the reason(s) you are requesting a transfer to the above listed College site. You may attach additional pages or supporting documentation if necessary/applicable.

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☐ I have read and understand the McMaster BScN Program Site Transfer policies and confirm that my academic standing meets the minimum requirements for consideration.

☐ I have requested a transfer on OCAS and have clearly explained the circumstances of my request.

Student signature: ____________________________ Date: ____________________________

FOR OFFICE USE ONLY

☐ MOHAWK NOTIFIED by: ____________________________ Date: ____________________________

☐ CONESTOGA NOTIFIED by: ____________________________ Date: ____________________________

☐ APPROVED ☐ DENIED by: ____________________________ Date: ____________________________

☐ EMAIL SENT TO STUDENT by: ____________________________ Date: ____________________________