MILWAUKEE AREA TECHNICAL COLLEGE
ASSOCIATE DEGREE AND PRACTICAL NURSING PROGRAMS

Prior Approval to Transfer Nursing Theory Courses
From Another Wisconsin Technical College District to MATC

Policy

- This option is only available to students who have already been accepted into core nursing courses at MATC.

- Students may request prior approval to take a nursing theory class at another Wisconsin Technical College System (WTCS) District. No clinical or skill courses may be taken at another WTCS district.

- In order to transfer a nursing theory course taken at another technical college to the MATC nursing program, you must submit this form PRIOR to the start of the course.

- Failure to obtain prior approval may result in the course not being accepted for transfer credit.

- Students must complete one form for each course they intend to transfer.

- Students must agree to abide by all the policies of the MATC Nursing Department, including requirements for passing classes taken at other districts with a grade of 80% in order for the transfer credit to be accepted.

- If the transfer course is a co-requisite for another nursing course you are concurrently taking at MATC, you must remain enrolled in the transfer course in order to maintain your program status at MATC.

- If you withdraw from a transfer course, you must notify the MATC nursing program immediately and will need to withdraw from any concurrent nursing courses at MATC.

- If you fail or withdraw from the transfer course, it will count as an unsuccessful attempt at the nursing course, and you will be subject to the MATC Health Occupations Division Readmission policies.

- An official transcript must be submitted to the MATC Registration Department within two weeks of completing the course and before the following semester.

Student Name: ___________________________ Student ID #: ___________ Date: ___________

Nursing Course Number: ______ Semester and Year: _______ College of Enrollment: ______

Student Signature: ________________________ Student E-mail Address (Print) _______________________

This form must be submitted to the office of the Associate Dean of Nursing in room H116 at the Milwaukee campus or room B201 at the Mequon campus.

Verifications will not be sent to other districts without a completed prior approval form.

Office Use Only Below This Line:

Enrollment in transfer course approved:

Signature of Associate Dean or Designee: ___________________________ Date: ____________

07.22.09